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McKEE

Shorthand Reader

By

L. I. McKEE

Third Edition

ESTERO, FLA.
McKEE PUBLISHING CO.
1905

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PREFACE.

This work is intended to be a connecting link between the New Standard Shorthand text-book and the beginning of actual work by the student, after having learned, thoroughly, all the principles of the system. It contains reading matter, correctly outlined, in carefully graded lessons, and closes with a manual of dictation exercises selected for the purpose of giving the student thorough practice in independent outlining.

The author has aimed to present matter that is practical, not only in its adaptation to the student's advancement, but, also, in thought, wherever possible.

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INTRODUCTION.

Before taking up this book it is presumed that the student has thoroughly learned all the principles of the New Standard Shorthand system, for it is intended that this work will so familiarize the student with those principles as to make rapid writing and reading easy.

The articles comprised herein are divided in such a way as to make a separate division under chapter heads unnecessary. In Part First the keys have been placed on the page opposite the plates, while in Part Second the keys follow the plates in order that the student will not be as readily tempted to refer from one to the other. The student should first read the shorthand without referring to the key more often than is absolutely necessary. When he can read the page readily, without access to the key, he should then carefully transcribe the key into shorthand, taking the utmost pains to make the outlines correct in all cases. Thereafter, the student should write and re-write the same article from dictation until he has no trouble either in writing rapidly or reading that which he has written.

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In many instances the student will see words outlined separately that he had learned to phrase in the text-book. He will understand that in such cases he is to phrase those words as he has learned them. If the student has learned the phrasing properly, he will have no trouble; if he has not learned them, it is time he did so. Until the student has completed both the text-book and the Reader, and attained a fair rate of speed, he should not attempt to phrase any but the short and most commonly used words.

Prior to closing each recitation, the teacher should dictate new matter of about the same length and grade as the lesson from the Reader and require the student to read back what he has written.

In connection with the Reader each student should use the "Student's Shorthand Vocabulary." This Vocabulary contains about 4,000 words of over five letters and those most used, leaving space for shorthand outline before each word. Not over one page of the Vocabulary should be assigned with each lesson from the Reader. After the student has outlined the words they should be dictated to him in the class. The Vocabulary work will familiarize the student with the outlining of a large list of words and will be of great assistance to him when writing from dictation, Part Third of the Reader.

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PART FIRST.

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THE WAR THAT MADE US FREE.

For a time all were at peace; but at last a war broke out that took more time than all the wars of the past. You have heard of it, it may be, by the name of the Revolution. There are some old men who fought in that war who are alive this day. You see the cause of this war came out of what our men thought to be their wrongs. They thought the rule of England too hard, and that they should have their own men to rule them. They would have gone on as they were, if they had thought that England was just to them; but she put a tax on the things they had to use. Do you know what a tax means? It meant, in this case, that when our men bought a thing, they had to pay a few cents more than its real price, and these few cents were to go to England. Of course these few cents from all sides grew to be a good sum and was quite a help. England at this time, made a law which we know . . . . . .

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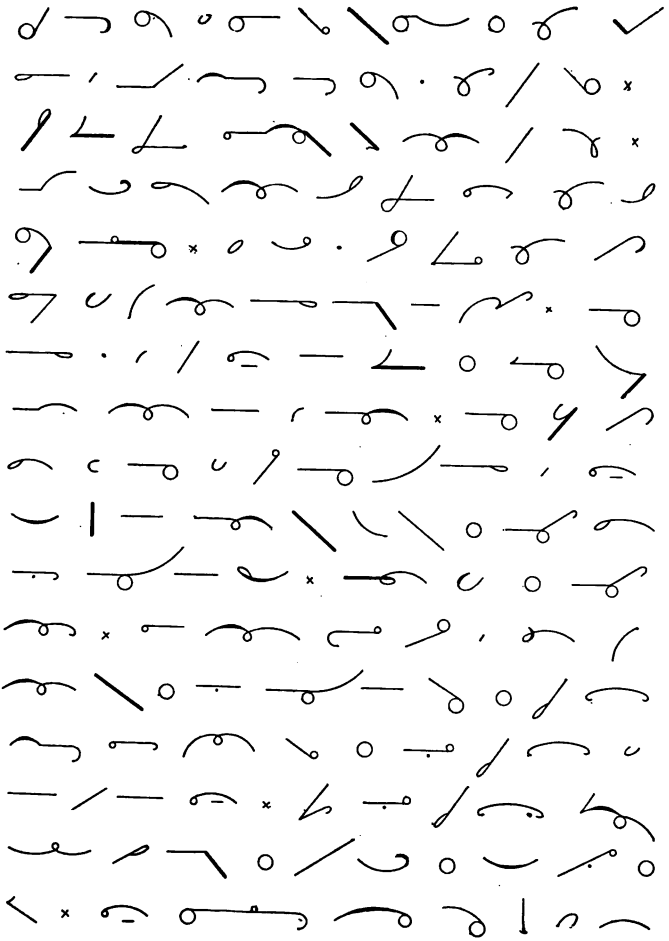
THE WAR THAT MADE US FREE.



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by the name of the Stamp Act. This law, which gave to England a tax on all deeds, was one great cause of the wrath of our men. In all the States men took the same view, so that the Stamp Act may be said to have lit the fire which in time made such a blaze. At last the King gave up the Stamp Act, but said he had a right to tax us as he chose. There was great joy here at the news that the Stamp Act was to be heard from no more. For a year there was no more heard of a tax, but then a new act came. This tax was made on tea and glass, and such things, which were in use all the time. This woke new wrath, and troops had to come out to keep the peace, which our men said they would not bear. Our men were brave, and they said, with strong hearts: "The strife may be long, but the end is sure. We will fight for our homes, for our lands, for the right."

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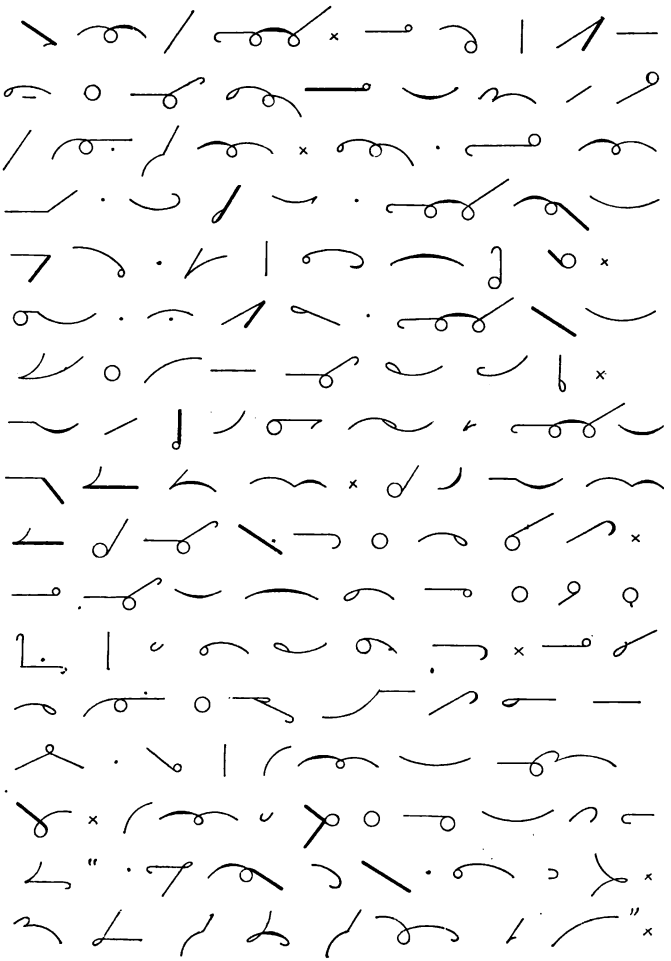

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WASHINGTON'S MOTHER.

The mother of Washington lived on a small farm of her own, and was busy all day long in looking after it as a means of support for her children. George, her oldest son, was early trained to outdoor labor, which made him hardy and strong. When fourteen years old he wished to become a sailor, that he might go abroad and see the world. He was so taken up with the idea that he did not, at first, notice the deep grief of his mother when she saw that she must soon bid him farewell. She had hoped that he would give all the strength of his body and mind to serve his own people in America, the land of his birth. But, when, at last, he saw how sad she was at the thought of his leaving her, George could not bear to be the cause of such sorrow; and, for a mother's sake, gave up the desire of his heart, though his clothes and goods were already on board of ship. Some years afterwards there was war with England. George Washington was made . . . . . .

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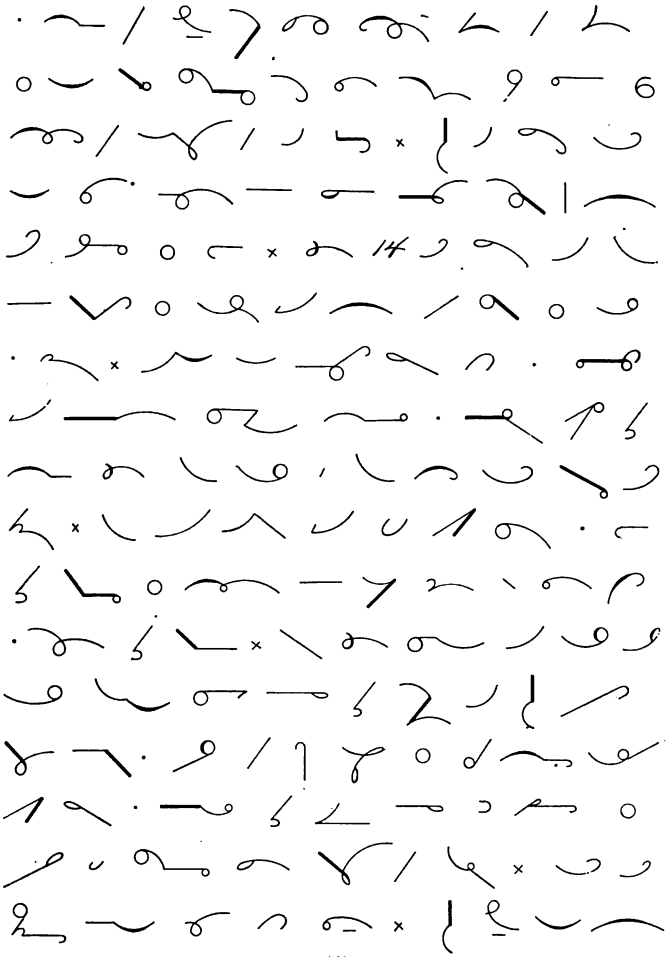

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the leader of the American armies. When she was told that the English General and all his armies were in the power of her son, her first thought was for the country. "Our country is free," she said, "and we are going to have peace." During the seven long years of war the good old lady had never seen her son. When, at last, he was able to leave his post for a few hours, General Washington went on foot to the humble home of his aged parent, to whom, next to God, he owed, as he always said, his life and his fame. After Washington had been made President, the chief of a great people, he again went to see his mother. "I have been chosen head of our Nation, and have come to bid you good-bye, for I shall have more work to do than before; but when the term of my office is at an end I shall see you again." "You shall find me here no more," said the old lady; "but go, my dear George, and let the grace of God forsake thee not."

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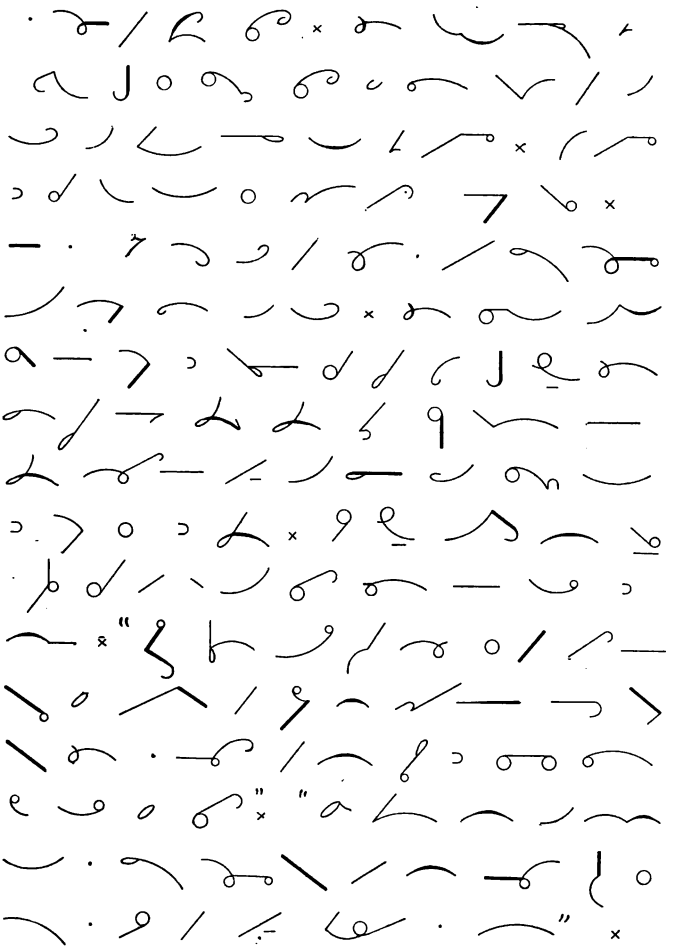

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BUSINESS LETTER.—No. 1.

DEAR SIR:

We are in receipt of yours of the 14th inst., enclosing order for goods, in respect to which we beg to remind you that you have omitted to furnish us with references, and that you make no mention of the mode in which you propose to pay for the goods. We need scarcely remind you that it is customary in all cases of a first order being given to furnish satisfactory references or to forward cash, and as we have not heretofore had the pleasure of transacting business with you, and have no knowledge of you, we must request that you furnish us with the names of some two or three respectable houses with whom you are in the habit of doing business, or to express your willingness to pay ready money for the goods ordered upon receipt of invoice.

Trusting you will not consider us unreasonable in our demands, we are,

Yours respectfully,

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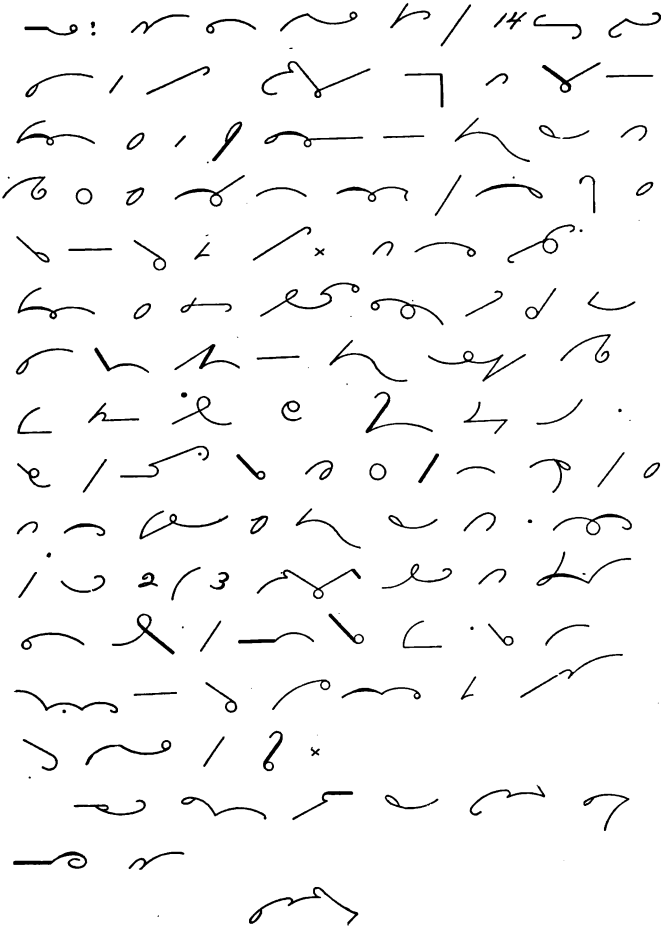
BUSINESS LETTER NO. 1.



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BUSINESS LETTER.—No. 2.

DEAR SIR:

We regret very much that your esteemed order was not delivered, and the inconvenience and disappointment caused you thereby. We beg to say that we are in no way responsible for the delay, but that on the contrary we have used every effort to secure the prompt execution of the order. Unfortunately, for us, it happens that the manufacturers are overwhelmed with business at the present time, and there is no possible remedy. We hope, however, to be able to prevail upon the manufacturers, in this particular instance, to make a little extra exertion, and have written them a very urgent letter. As soon as we hear from them we will telegraph you the result of our communication, and hope that it will be such information as will be wholly satisfactory.

Regretting the inconvenience to which you have been put, and thanking you for past favors, we remain,

Yours very respectfully,

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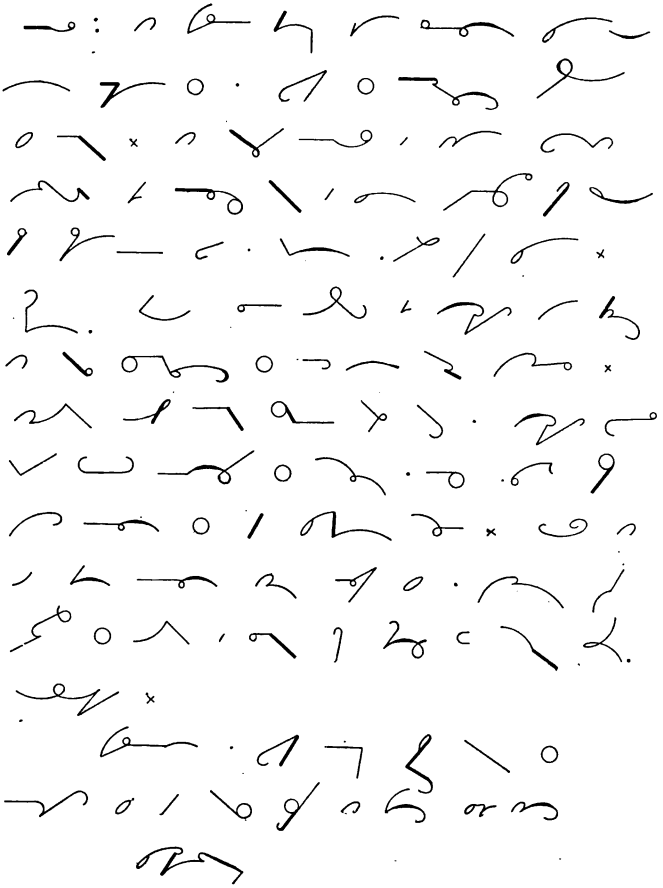
BUSINESS LETTER NO. 2.



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PUNCTUALITY.

It is astonishing how many people there are who neglect punctuality. Thousands have failed in life from this cause alone. It is not only a serious vice in itself, but it is the fruitful parent of numerous other vices, so that he that becomes the victim of it gets involved in toils from which it is almost impossible to escape. It makes the merchant wasteful of time; it saps the business reputation of the lawyer, and injures the prospect of the mechanic who might, otherwise, rise to fortune. In a word, there is not a profession or station in life which is not liable to the canker of this destructive habit. Many and many a time has the failure of one man to meet his obligations brought on the ruin of others, just as the toppling down of a line of bricks may cause the fall of all the rest. Be punctual if you would succeed.

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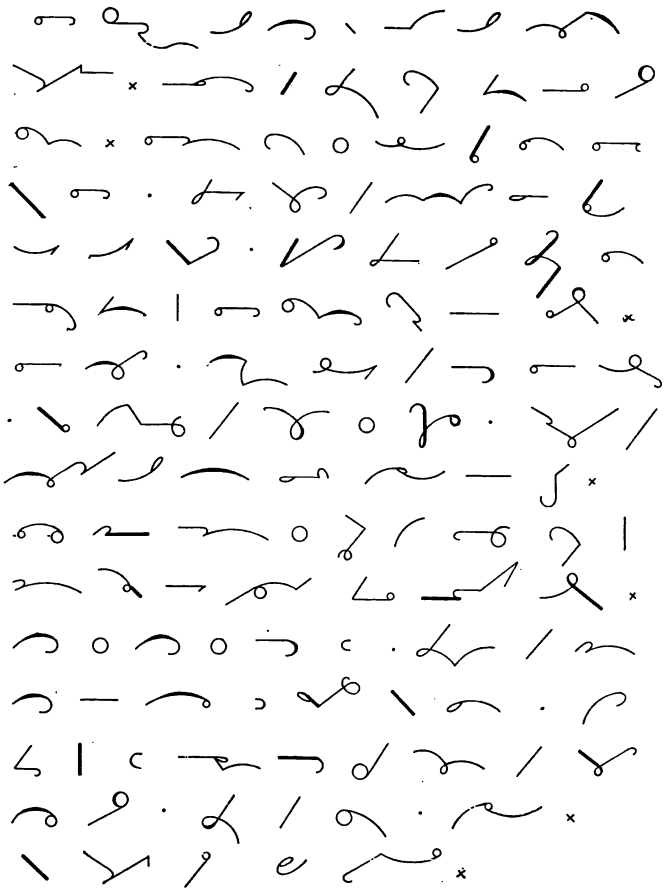
PUNCTUALITY.



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YOUNG MAN, STRIKE OUT!

There are thousands of young Americans now living in obscurity who possess the ability to achieve honorable and conspicuous success if they would place themselves in fortune's way. Had Jay Gould remained in the little hamlet in Rockland county that gave him birth, satisfied to live as his father had lived, to eke out a bare subsistence, America would not have had one of its foremost railroad builders. Had Horace Greely been content to remain in the country printing office, where he was earning quite a respectable livelihood, the Tribune would never have been born. Had General Grant been satisfied to continue in the business started and conducted by his father, in the little town of Galena, the iron hand that strangled the Rebellion would have been wanting; and had the ambition of Abraham Lincoln not taken him out of the aimless life to which he was born, the wise director of the affairs of the Nation, in its darkest hour, would have lived, rusted and decayed in the obscurity of country life.

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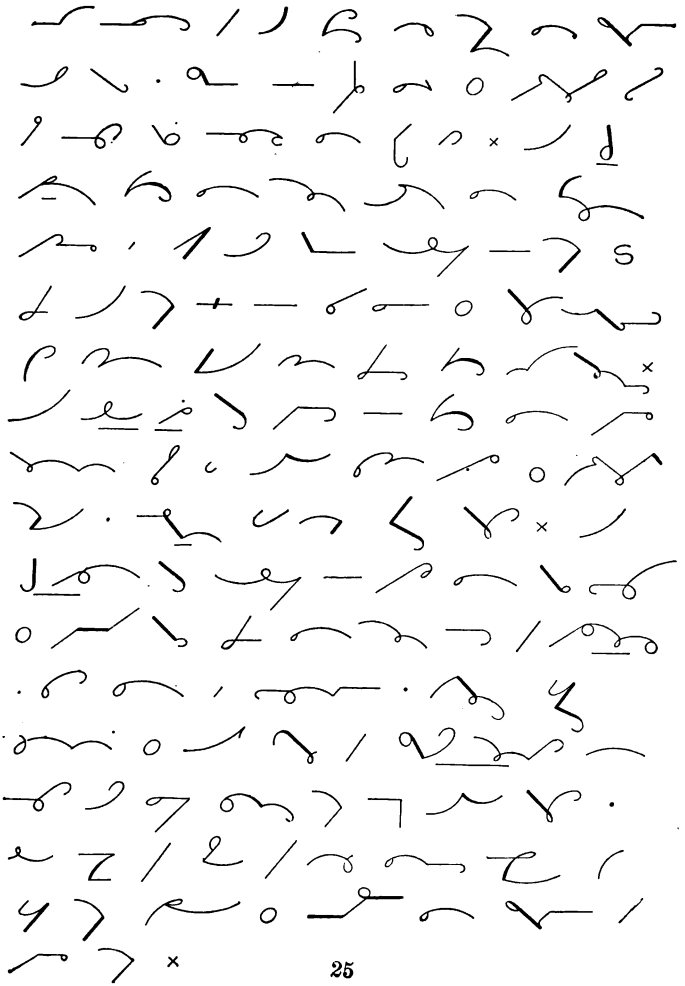
YOUNG MAN, STRIKE OUT.



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While ambition is not the only quality requisite to success, men rarely, almost never, succeed unless they possess it and in a large degree. If a young man has not the "spunk and snap," which are but other names for ambition, to cut loose from the ties of home, from the traditions of his family, and to strive for something higher and better, obscurity will surely be his destiny. This is not written to unsettle any young man, but to say to all that if you continue for a considerable period in the groove, worn deep and smooth by your ancestors, you must expect your lives to be gauged and circumscribed by that rut; and if you have ambition to take a prominent part in the practical affairs of the world, in any department, you must strike out and at once. Hoping for and dreaming of success will not win it. It requires action, effort, push and intelligence.

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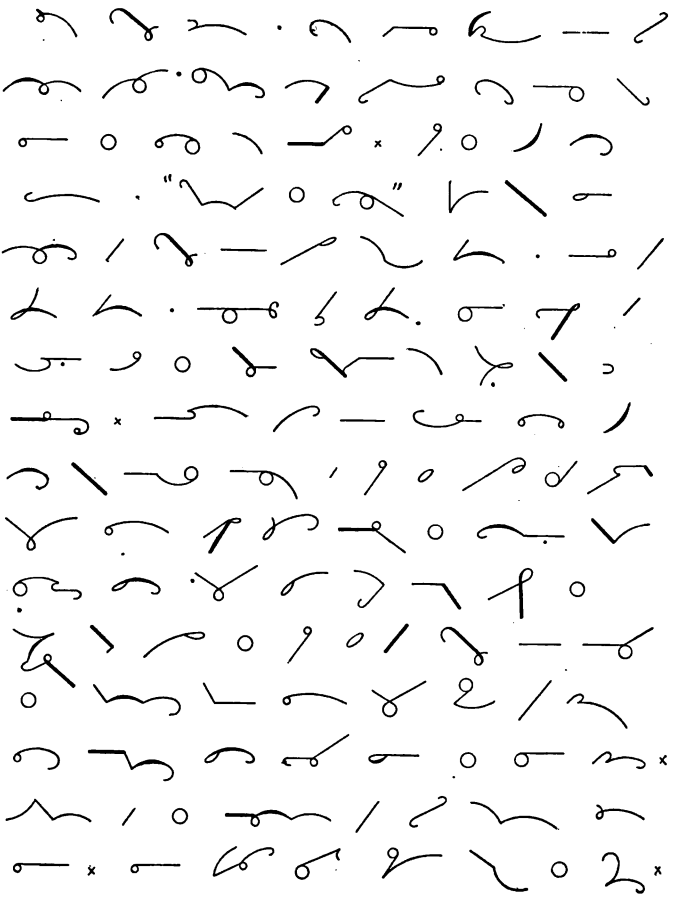

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CHOOSING A BUSINESS.

As most persons are obliged to employ themselves usefully to obtain the means of support, and as different occupations require different kinds of talent and bodily constitution, it becomes a matter of moment to all who must earn a living by labor of head or hand to select such a profession or business as shall be, on the whole, best suited for the constitution, the type of talent and mental character of the person, so as to attain the largest amount of success with the least friction of mind or burden to the constitution. It is true, doubtless, that ninety-nine men out of a hundred could win a comfortable support if rightly related to business or if the proper profession or occupation was adopted and followed; but people are misplaced; those who ought to be in occupations demanding robust strength and vigor are sometimes placed in a light and delicate business, greatly to the discomfort of the operator; in other cases those who are delicate and slender are

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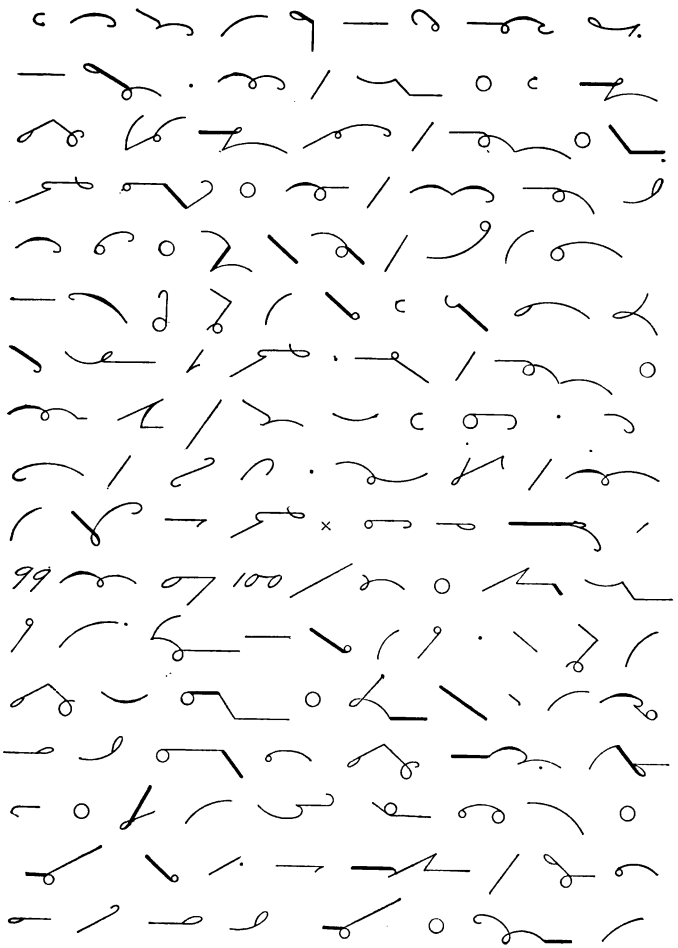
CHOOSING A BUSINESS.



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placed in pursuits that demand strength and bodily endurance beyond their ability to meet. Parents choose for their children professions or pursuits which they think are easy or remunerative, without stopping to inquire whether by instruction, by mental development, by habits of character there is an adaptation to the business adopted; one who should be a jeweler is made a blacksmith; one who should be a carpenter is made a tailor, and one who should be employed as a blacksmith is sometimes put in a fancy store. The study of temperaments and phrenological developments would direct each boy to the right trade or occupation, where he could, on the whole, do the world and himself the most good and maintain his health, his cheerfulness and his morals.

Make up your mind what you are going to do in life and then do it with all your might.

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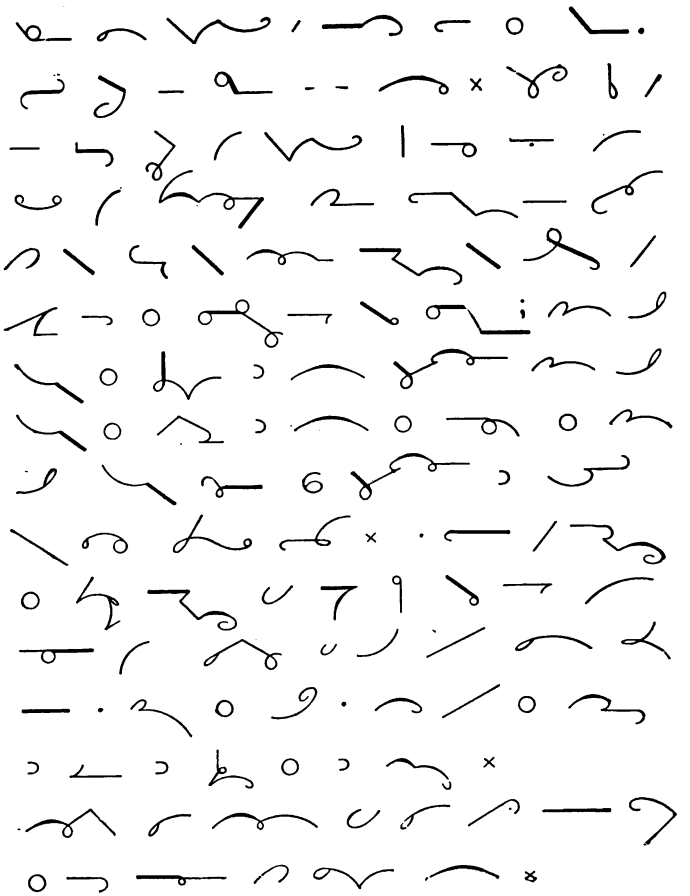

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EARN YOUR SALARY.

Some men seem to be in a state of continual dread, lest the services they render their employers exceed the salary paid them. They seem to lose sight of the fact that it is only by having the services rendered, greater than the salary paid, that it is possible for their employers to keep them in their present position. They would not expect a man of business to sell his goods at cost. Unless a profit is realized upon the article sold, no man can long continue in business, and what is true of merchandise is equally true of services rendered. The employer buys the services of the employee in order that he may sell them again to his customers, and if he can not make a profit on them it will only be a question of a very short time when he will dispense with such services, just as he ceases to carry in stock an article of merchandise upon which he finds it impossible to show a margin to his credit. When men on a salary learn that it is only by earning more than their salary, that it is possible for their employer to pay them, then we shall hear less . . . . . .

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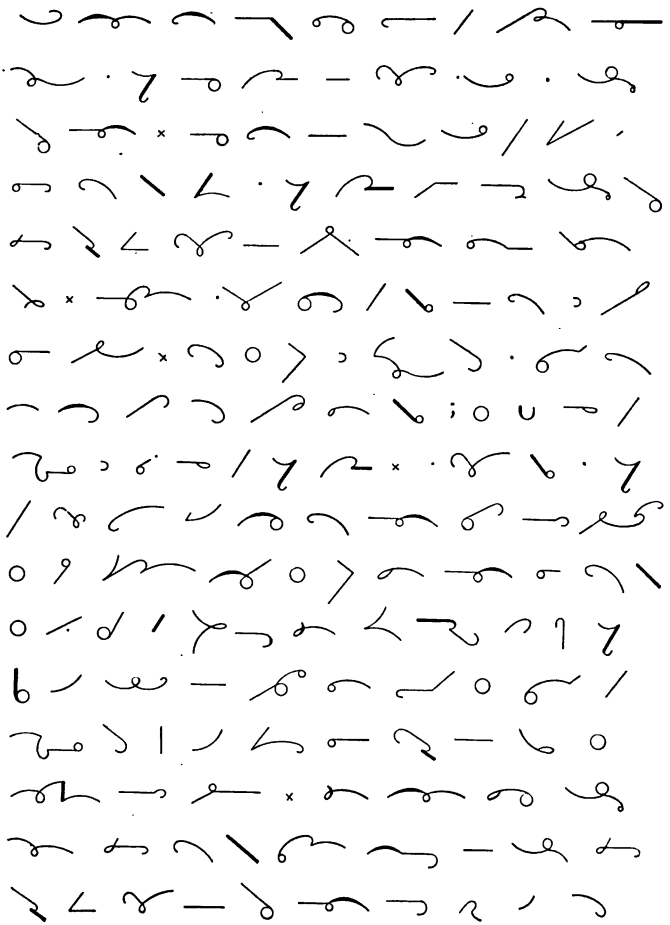
EARN YOUR SALARY.



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grumbling about present salaries and a greater effort to increase them by increasing the employer's possibilities of profit. A business man was remonstrated with upon one occasion because he paid such a high salary to a certain salesman in his employ. His reply was: "I care nothing about the salary I pay him. That is not the question. That man is making a better profit to me than men to whom I pay only half of his salary. It is the profit I make, not the amount of salary I pay, that interests me." That answer contains the meat of the whole argument. A man should strive to make himself valuable in every way, inside of the office or outside; anywhere, in any capacity that will best serve the interests of the house or firm which employs him; and when he gets thoroughly imbued with the spirit and determination to make himself a profitable man to his employer he will, before long, note that his employer is gradually becoming a profitable man to him.

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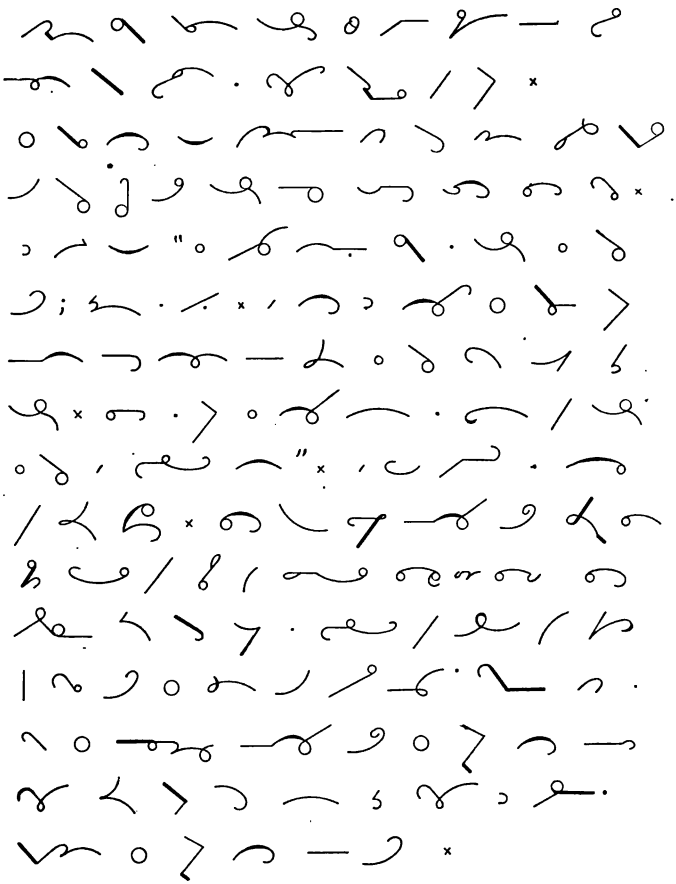

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THE IMPORTANCE OF EDUCATION.

One of the discouraging views of society at the present moment is, that whilst much is said of education, hardly any seem to feel the necessity of securing to it the best minds in the community, and of securing them at any price. A juster estimate of this office begins to be made in our great cities, but generally it seems to be thought that anybody may become a teacher. The most moderate ability is thought to be competent to the most important profession in society. Strange, too, as it may seem, on this point parents incline to be economical. They, who squander thousands on dress, furniture, amusements, think it hard to pay comparatively small sums to the instructor, and through this ruinous economy and this ignorance of the dignity of a teacher's vocation, they rob their children of aid for which the treasures of worlds can afford no compensation.

One great cause of the low estimation in which the teacher is . . . . . , ...

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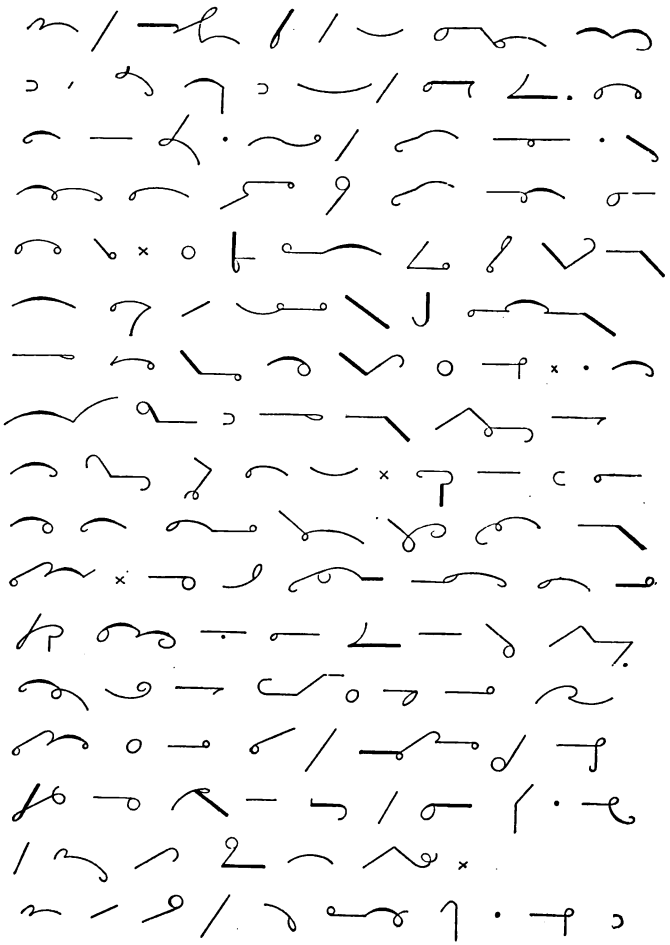
THE IMPORTANCE OF EDUCATION.



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now held may be found in narrow views of education. The multitude think that to educate a child is to crowd into its mind a given amount of knowledge, to teach the mechanism of reading and writing, to load the memory with words, to prepare a boy for the routine of a trade. No wonder, then, that they think almost everybody fit to teach. The true end of education, as we have again and again suggested, is to unfold and direct aright our whole nature. Its office is to call forth power of every kind—power of thought, affection and outward action; power to observe, to reason, to judge, to contrive; power to adopt good ends firmly and to pursue them efficiently; power to govern ourselves and to influence others; power to gain and spread happiness. Reading is but an instrument—education is to teach its best use. Education should labor to inspire a profound love of truth and to teach the processes . . . . . .

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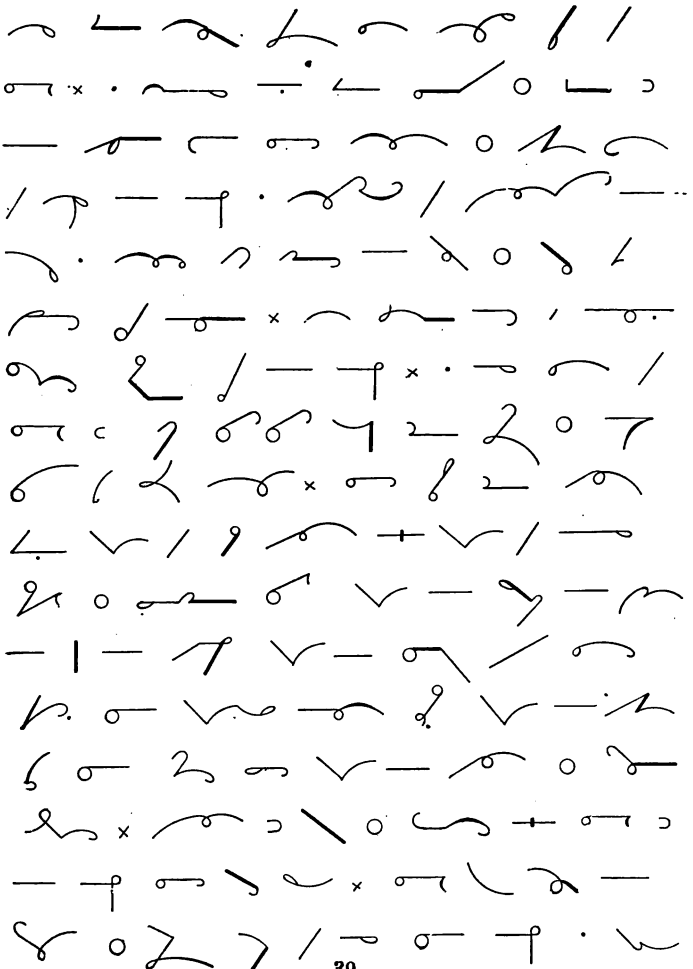

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of investigation and sound logic—by which we mean the science or art which instructs us in the laws of reasoning and evidence, in the true method of inquiry, and in the sources of false judgments—is an essential part of a good education. And yet how little is done to teach the right use of the intellect in the common modes of training either rich or poor. As a general rule, the young are to be made, as far as possible, their own teachers, the discoverers of truth, the interpreters of nature, the framers of science. They are to be helped to help themselves. They should be taught to observe and study the world in which they live, to trace the connection of events, to rise from particular facts to general principles, and then apply these in explaining new phenomena.

Such is a rapid outline of the intellectual education which, as far as possible, should be given to all human beings, and with this moral education should go hand in hand.

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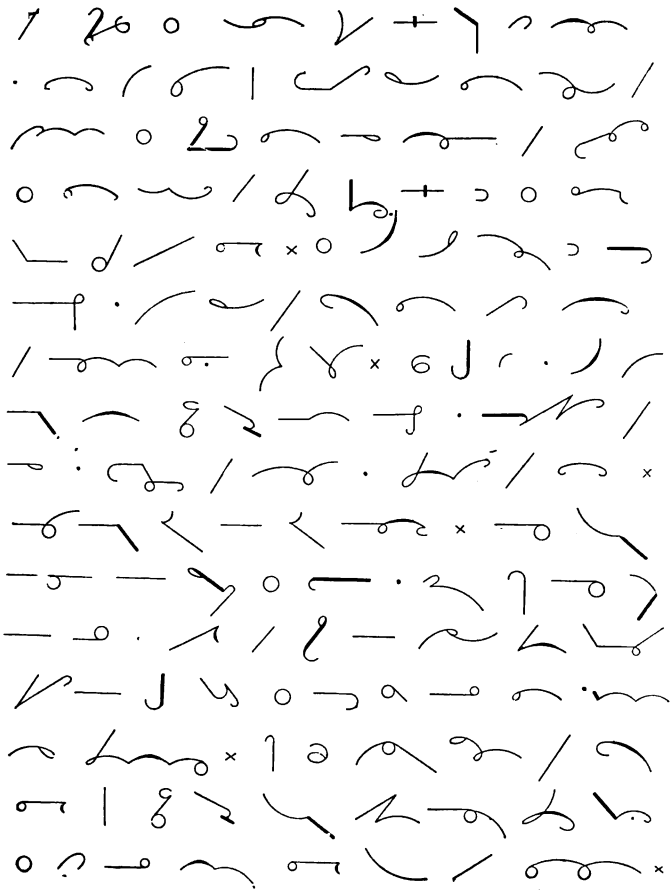

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HOW TO GET RICH.

[By P. T. BARNUM.]

The foundation of success in life is good health; that is the substratum of fortune. Then how important it is to study the laws of health, which is but another name for the laws of nature. The closer we keep to the laws of nature the nearer we are to good health. Tobacco and rum should be shunned. To make money requires a clear brain. No matter how bountifully a man may be blessed with intelligence, if the brain is muddled and his judgment warped by intoxicating drinks, it is impossible for him to carry on business successfully.

SELECTION OF BUSINESS.

The safest plan and the one most sure of success for the young man starting in life is to select the vocation which is most congenial to his tastes. There is as much diversity in our brains as in our countenances. Some men are born mechanics, while some have a great aversion to machinery. Unless a man enters upon a vocation intended for him by nature and best suited to his peculiar genius, he can not succeed. . . . . .

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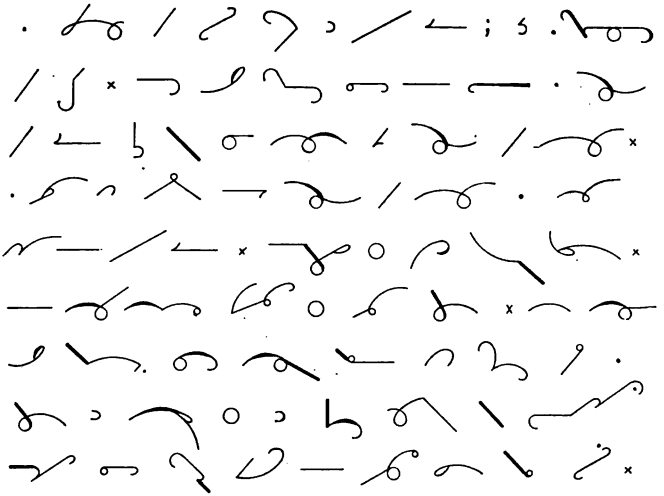
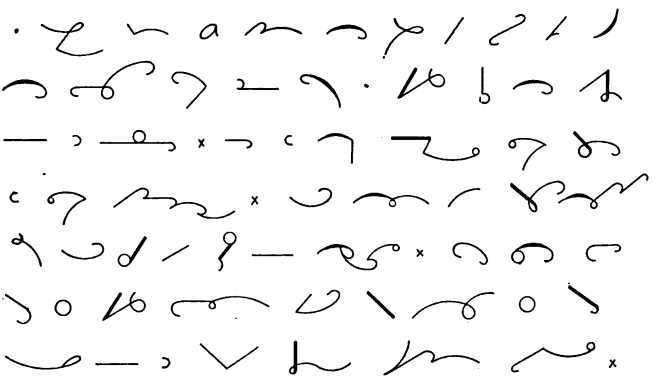
HOW TO GET RICH.



SELECTION OF BUSINESS.



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After securing the right vocation you must be careful to select the proper location, and not begin business where there are already enough to meet all demands in the same occupation.

DON'T GET INTO DEBT.

Young men starting in life should avoid running into debt. There is scarcely anything that drags a person down like debt. Debt robs a man of his self-respect and makes him almost despise himself. Money is a terrible master, but a very excellent servant. There is nothing that will work so faithfully as money, when placed at interest, well secured. It works day and night, and in wet or dry weather.

PERSEVERE IN YOUR WORK.

When a man is in the right path he must persevere; and perseverance is sometimes but another name for self-reliance. Until you get so you can rely on yourself, you need not expect to succeed. Whatever you do, do it with all your might. Many a man acquires a fortune . . .

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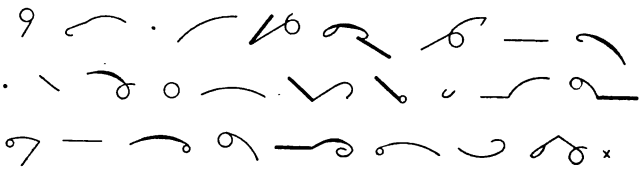

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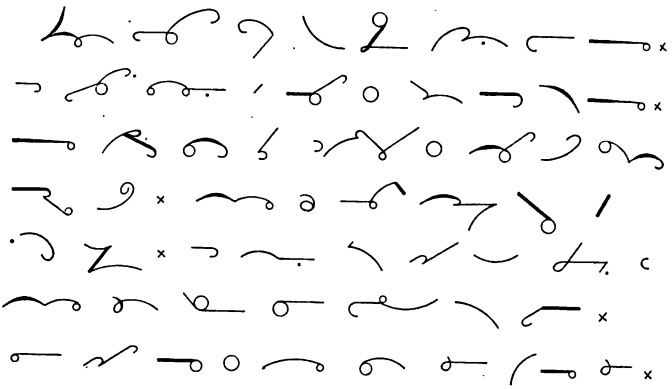
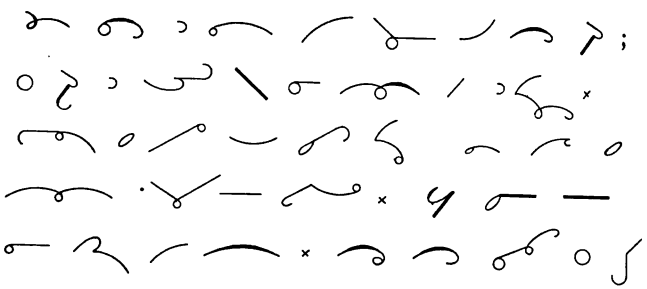


PERSEVERE IN YOUR WORK.



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by doing his business thoroughly, while his neighbor remains poor for life because he only half does it. Ambition, energy, industry and perseverance are indispensable requisites for success in business. Engage in one kind of business only, and stick to it faithfully until you succeed, or until your experience shows that you should abandon it. A constant hammering on one nail will generally drive it home at last, so that it can be clinched. There is good sense in the old caution about having too many irons in the fire at once.

UNDERSTAND YOUR BUSINESS.

No man has a right to expect success in life unless he understands his business, and nobody can understand his business thoroughly unless he learns it by personal application and experience. You must exercise caution in laying your plans, but be bold in carrying them out. A man that is all caution will never dare to take hold and be successful, and a man who is all boldness is merely reckless and will eventually fail.

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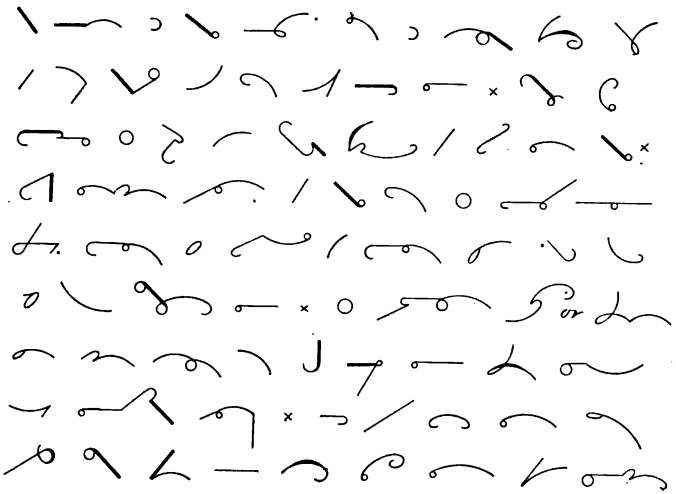

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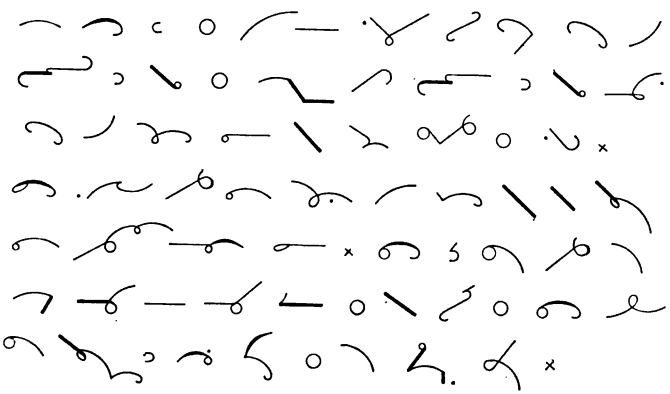

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Your great ambition should be to excel all others engaged in the same occupation. Whenever you find the best doctor, the best clergyman, the best shoemaker, that man is the most sought for and always has enough to do. Every boy should learn some trade or profession.

NO SUCH THING AS "LUCK."

There is no such thing in the world as luck. If a man adopts proper methods to be successful, "luck" will not prevent him. If he does not succeed, there are reasons for it, although, perhaps, he may not see them. Money is good for nothing unless you know the value of it by experience. Give a boy twenty thousand dollars and put him in business and the chances are that he will lose every dollar of it before he is many years older. Nine out of ten of the rich men of our country to-day started out in life as poor boys with determined wills, industry, perseverance, economy and good habits. True economy consists in always making the income exceed the out-go. The real

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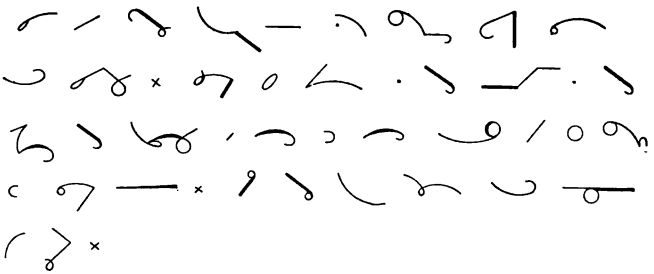

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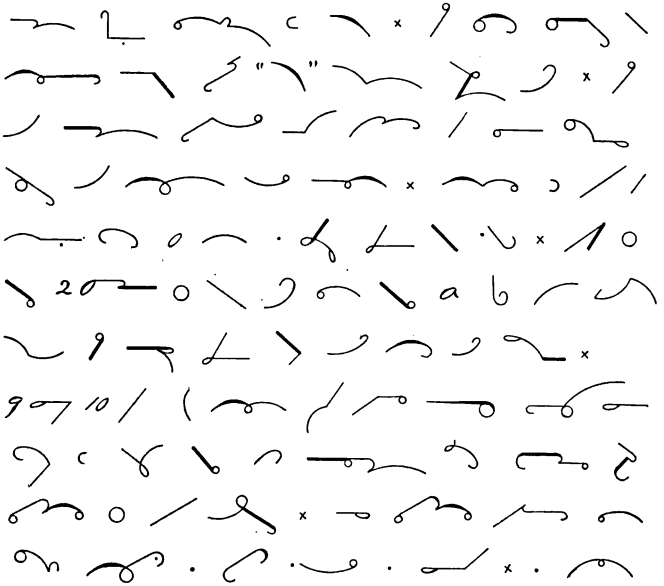

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comforts of life cost but a small portion of what most of us can earn. It is the fear of what Mrs. Grundy may say that keeps the noses of many worthy families to the grindstone. You can not accumulate a fortune by taking the road that leads to poverty. It needs no prophet to tell us that those who live fully up to their means without thought of a reverse in this life can never attain a pecuniary independence.

ADVERTISE YOUR BUSINESS.

Be careful to advertise in some shape or another, because it is evident that if a man has ever so good an article for sale and nobody knows it, it will bring him no return. The whole philosophy of life is, first sow, then reap. This principle applies to all kinds of business, and nothing more eminently than to advertising. If a man has really a good article, there is no way in which he can reap more advantageously than by sowing to the public in this way. If a man has goods . . . . . .

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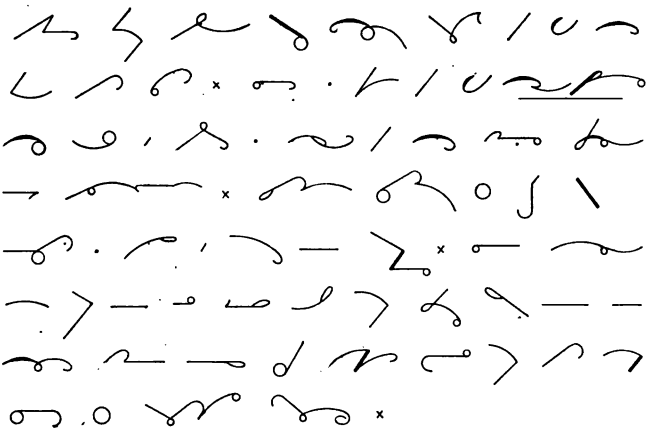

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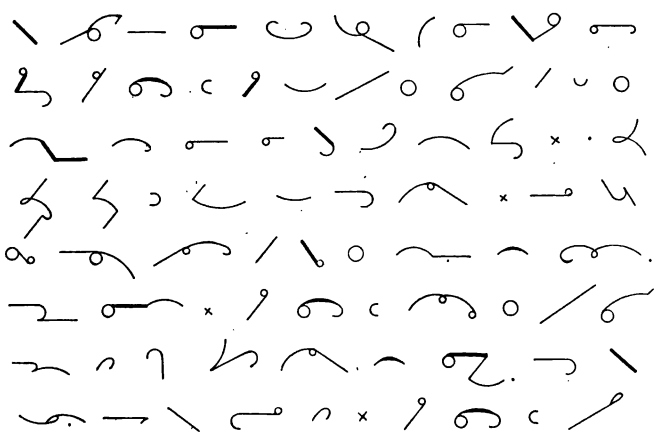

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for sale and he does not advertise them, the chances are that the sheriff will do it for him. Read the newspapers and keep thoroughly posted in regard to the transactions of the world. He who does not consult the newspapers will soon find himself and his business left out in the cold.

POLITENESS AND INTEGRITY.

Politeness and civility are the best capital ever invested in business. Large stores, gilt signs and flaming advertisements will all prove unavailing if you or your employees treat your patrons abruptly. The more kind and liberal a man is, the more generous will be the patronage bestowed upon him. Preserve your integrity; it is more precious than diamonds or rubies.

The most difficult thing in life is to make money dishonestly. Our prisons are full of men who attempted to follow this course. No man can be dishonest without soon being found out, and when his lack of principle is discovered, nearly every avenue to success is closed against him forever.

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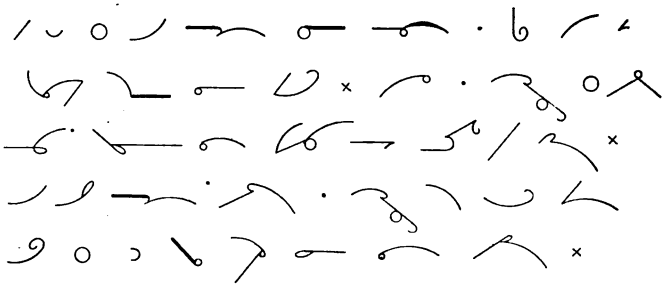

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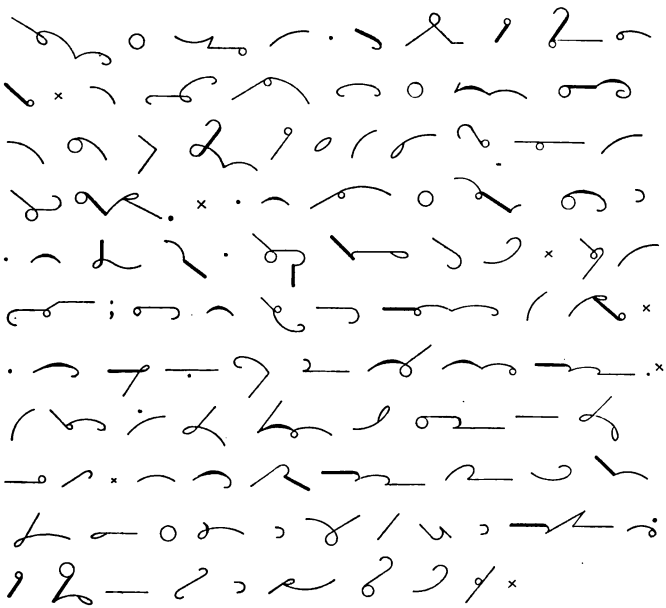

P. T. Barnum,

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PROGRESS IN EDUCATION.

Mr. President, Ladies and Gentlemen:

Every thoughtful man who seems to be of some use in his day and generation, finds it an imperative duty to watch the forces that come into play in the political, social and business relations of the country in which he lives. Every educator, if he would be true to the requirements that may justly be made of him, must watch all forms of culture that present themselves and are carried forward, because they all have their influence and power; and it is the work of a wise man to do what he can to help forward any enterprise which seems to promise, in any sense, to develop the intellectual or the moral power of the community. The commercial college may be considered, in some sense, as new, compared with some other forms of education. I believe I can remember the time when there was very little done in that line. But the commercial college has grown to be a power; it absorbs a large amount of the thought and effort of the people of this country; it stands very well towards the front, and, therefore, it is wise for any man, who is interested in the work . . . . . .

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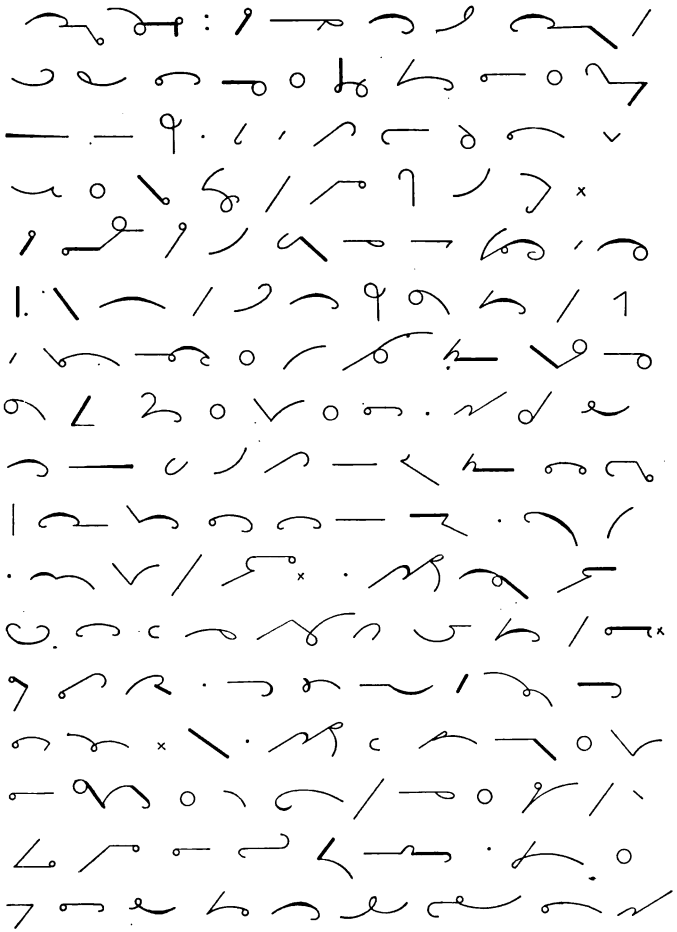
PROGRESS IN EDUCATION.



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of education, to consider thoughtfully the function which is performed by this agent, and to bid it God speed, as far as it is doing good work. As we look back over the history of education I think we are almost impelled to take up the cry of the ancient prophet and to say, "Watchman, what of the night?" Through the ages that have come and gone, education, as a science, has been passing through a night. As we look over the history of culture we find very little in the way of a science of pedagogics or anything approaching it. Work has been done at haphazard; information has been imparted without much thought as to the effect it was to produce,—without much thought as to the fitness of the particular kind of work required by the person who was to be taught. It is only in recent times that there has been very much done in the way of a science of education. We are beginning to think of the mental and moral structure of the child, and we are beginning to consider and agree that the school work is for the . . . .

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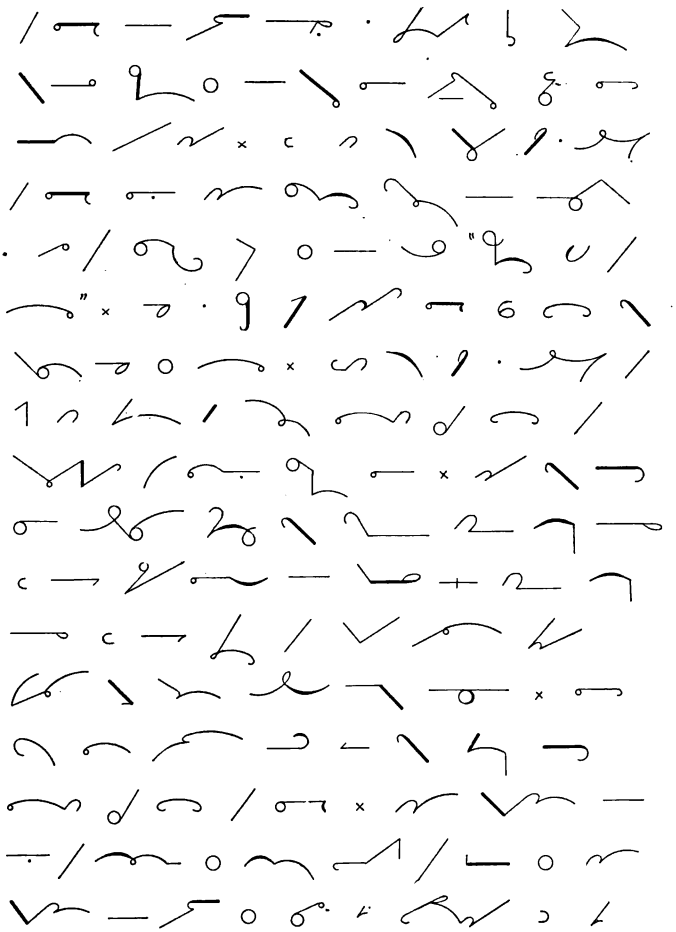

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boy or girl, not the boy or the girl for the school work.

One of the other ways in which we have made progress is in the education of all the people, and not of a few only. That is one of the characteristics of the present age. We hope for great things from the universality of our education—so great things that, in many of the States, laws have been enacted compelling the attendance of children upon the public schools or some other approved form of school.

The people of this country have come to believe in the need of universal education, and one reason for it is that there is universal suffrage. Everybody puts the impress of his mind and thought and desire upon this great government of ours, and upon all the subordinate governments. Everybody, therefore, ought to have intelligence enough to know something of the effect of that vote which he casts, and so we demand that there shall be universal education.

I may be asked what the indications for the future are, Well, I am not a prophet, nor the son of a prophet. I can not look through the fogs of coming time and divine the outlines of the great events involved in . . . . . .

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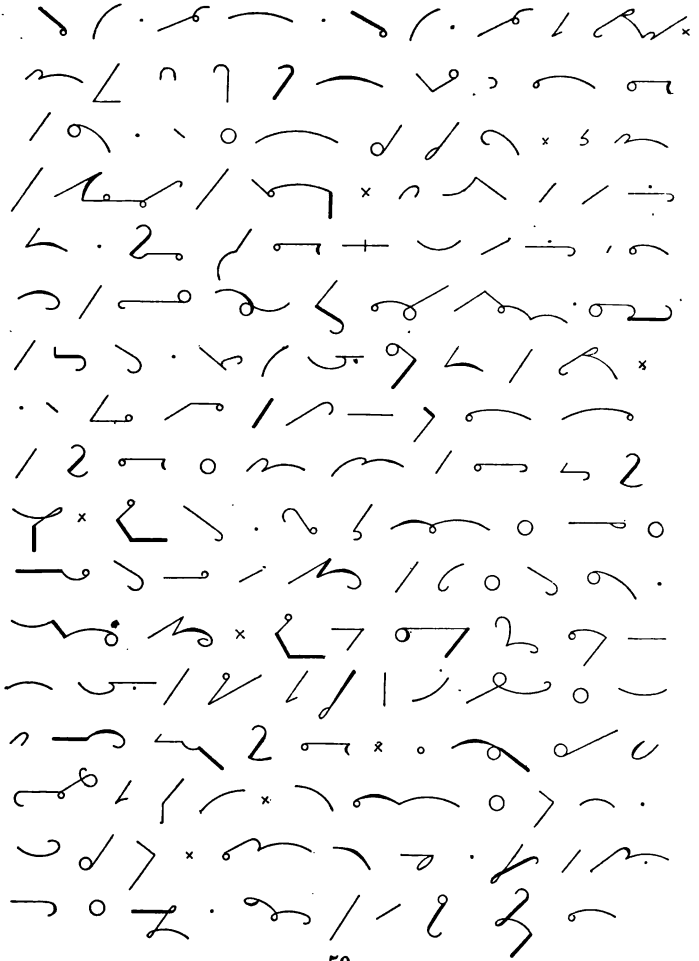

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them; but I will say of the future of our educational system that it is just as hopeful, just as cheering, just as certain as the future of our civilization or of free institutions. If free government continues, education will continue, and it will grow more and more efficient and complete as the exigencies of our civilization continue to multiply. When this Republic shall contain five hundred millions of free souls the educational system of that period will be as much more perfect than that of to-day as five hundred millions is greater than sixty millions. A great nation can not be maintained unless there is a great and true educational system as its basis. The hope that one entertains of that future will depend largely on his temperament. The pessimist finds enough whereon to base his fears. The signs of danger are many and serious, but I believe it is wise to dwell upon the hopeful indications and there are many of these. The ancient inquiry—"What of the night?" may be answered, as it was of old, "The morning cometh."

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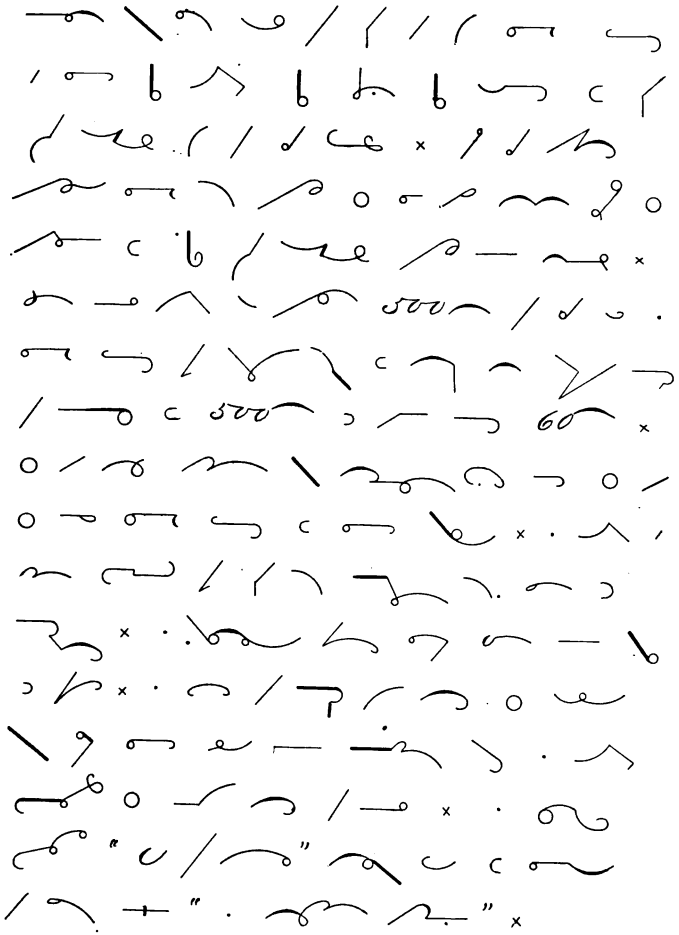

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ACQUIRING SPEED.

How shall I ever attain speed? How shall I ever be able to write shorthand with sufficient speed to report a speech or sermon, or take testimony in a court room? Such are the questions which almost every shorthand writer at some period in his career asks himself.

Shorthand is of no practical use until it can be written at a fair rate of speed and the question now arises: How can speed be attained? The secret of your success may be expressed in the two words, "Learn correctly." If you have learned correctly you will have little trouble in becoming proficient. From the very beginning of the study of shorthand learn to write everything accurately. Write every word with care and as near as possible like its graven image in the text-boook. Read everything you write. Do not entertain the idea that with a few days' practice you should be able to write one hundred words per minute. Remember that shorthand is not acquired in a week or in a month. Those who stand at the head today as shorthand writers became such by hard work, perseverance and . . . . . .

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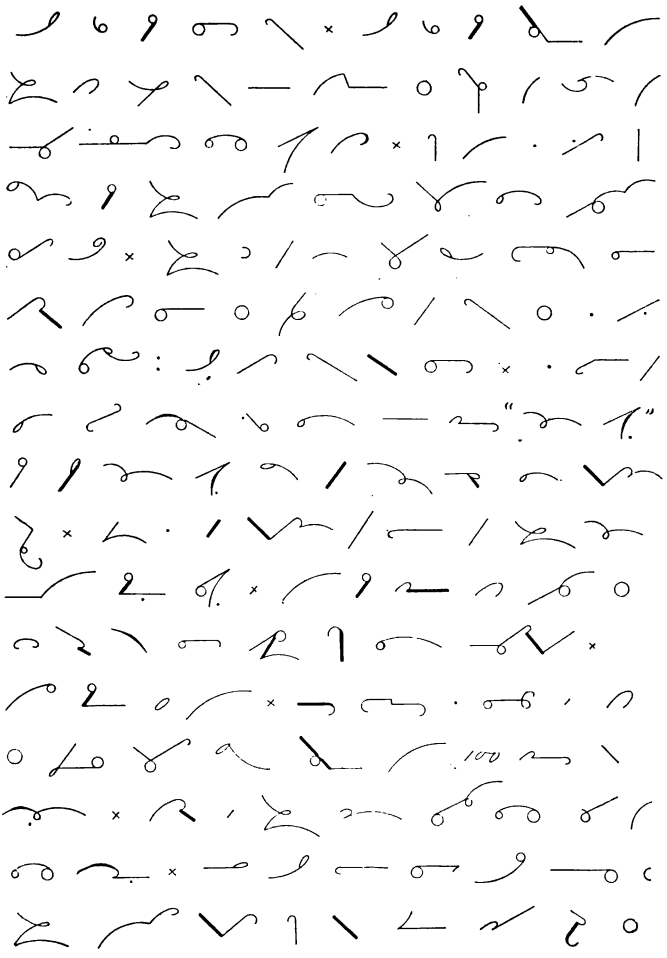
ACQUIRING SPEED.



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long continued practice. Be accurate. Allow me to repeat this because I deem it fundamental, and, above all things, do not sacrifice accuracy for speed. You must become familiar with your short hand notes, and this is what one of the greatest shorthand writers of the age has said. Without this familiarity with your notes, you can never attain speed. You must become as familiar with shorthand as you are with longhand writing. The beginner should not try to write fast, but he should try to write neatly and without a single mistake. A good plan is to select an article which contains 500 or 1000 words; write it neatly and carefully; have your teacher go over it with you and correct your outlines, then write it and re-write it many times. Be industrious and persevering. You must not stop writing and exercising in shorthand simply because it becomes monotonous or you become tired. If you pursue the course herewith outlined long erough, you will attain a speed that will make you happy.

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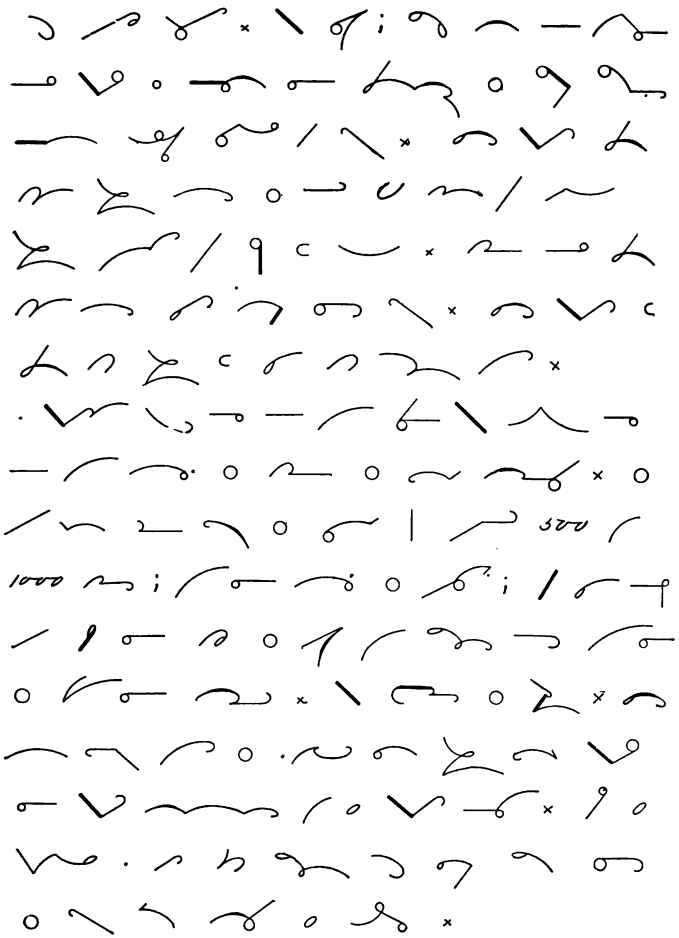

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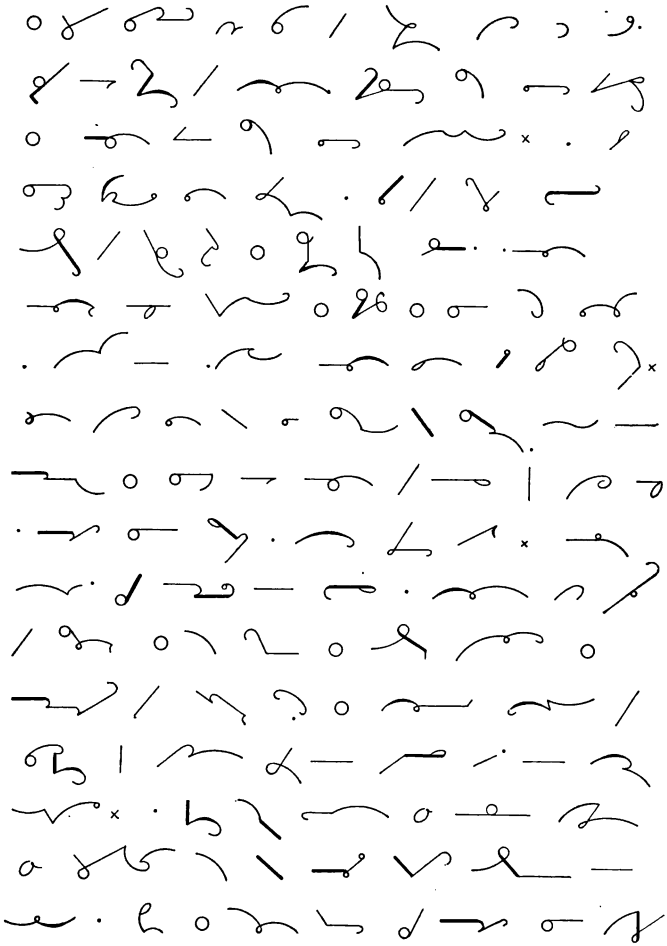

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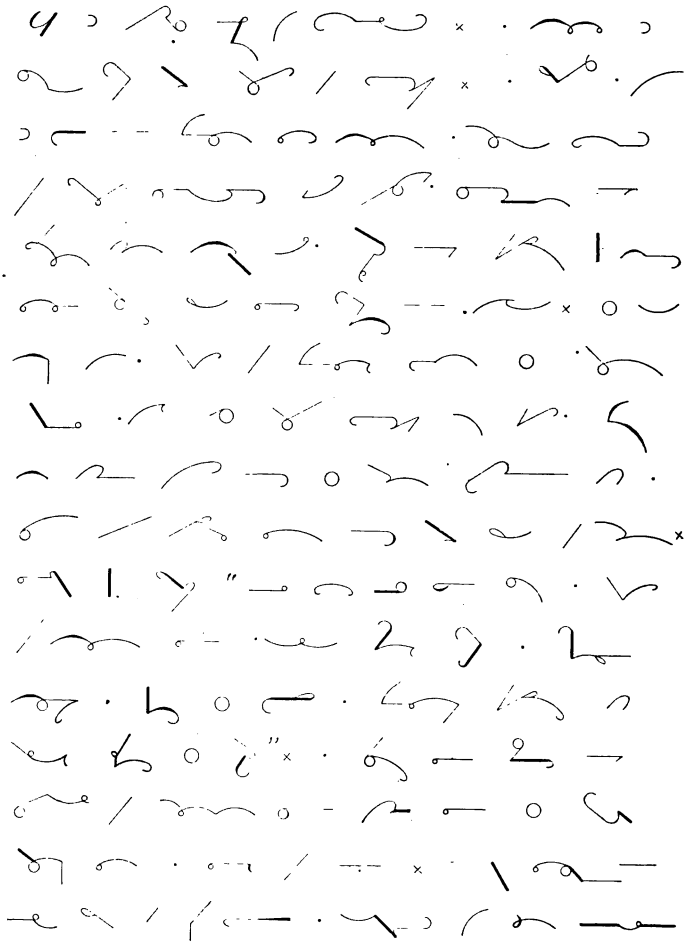

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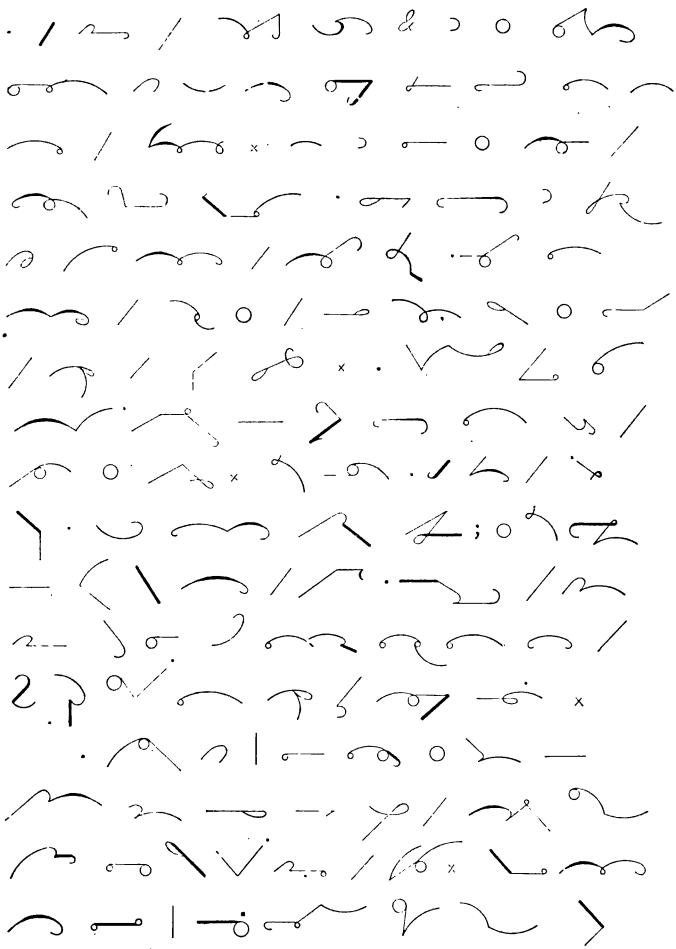

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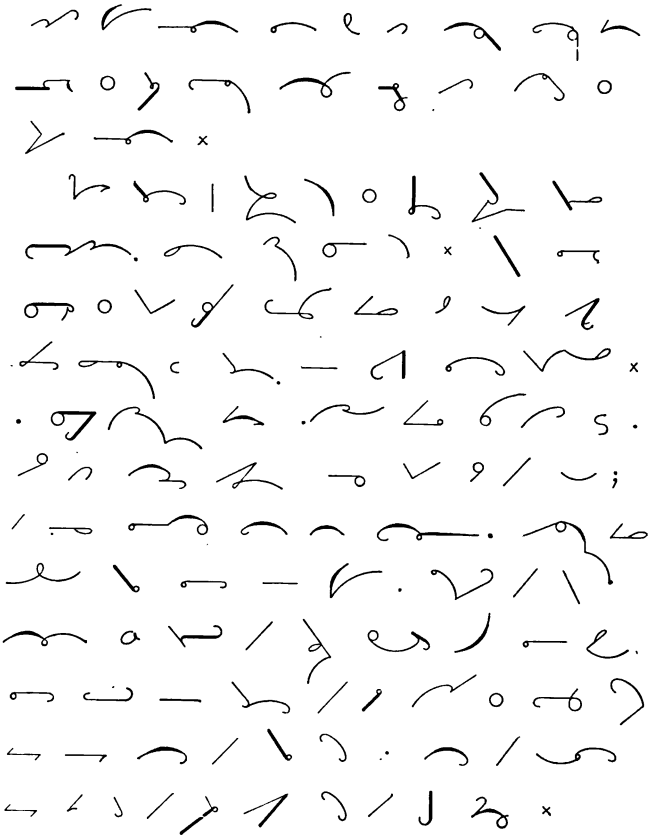

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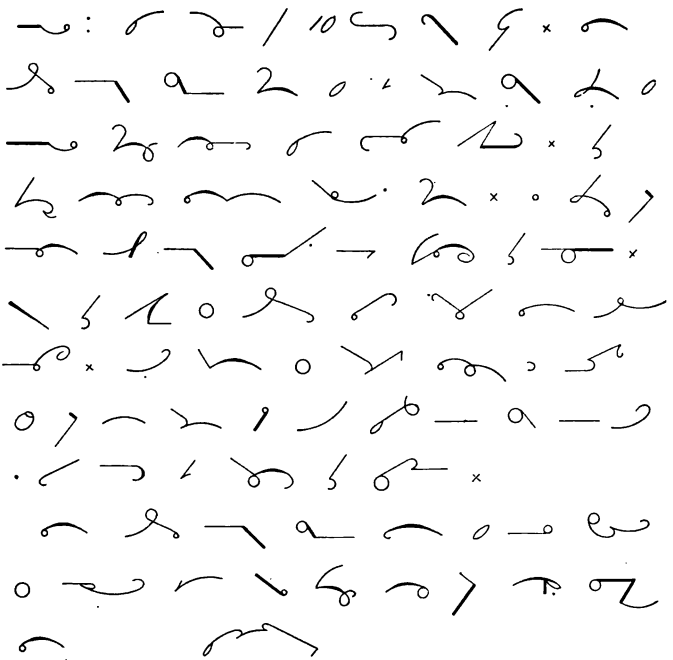

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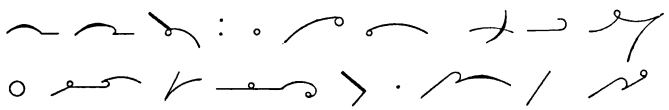

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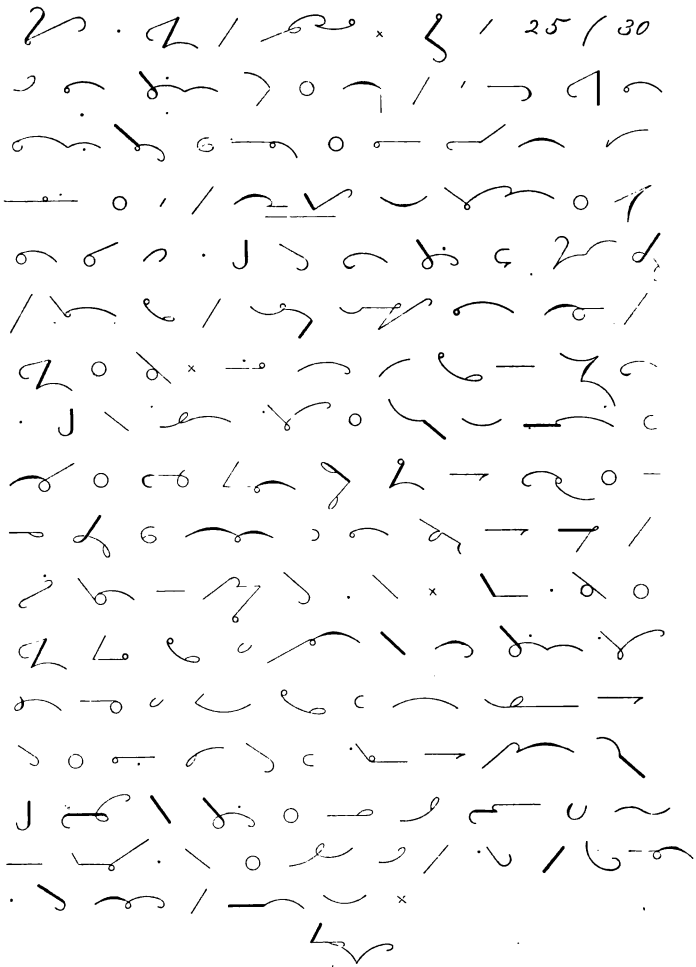

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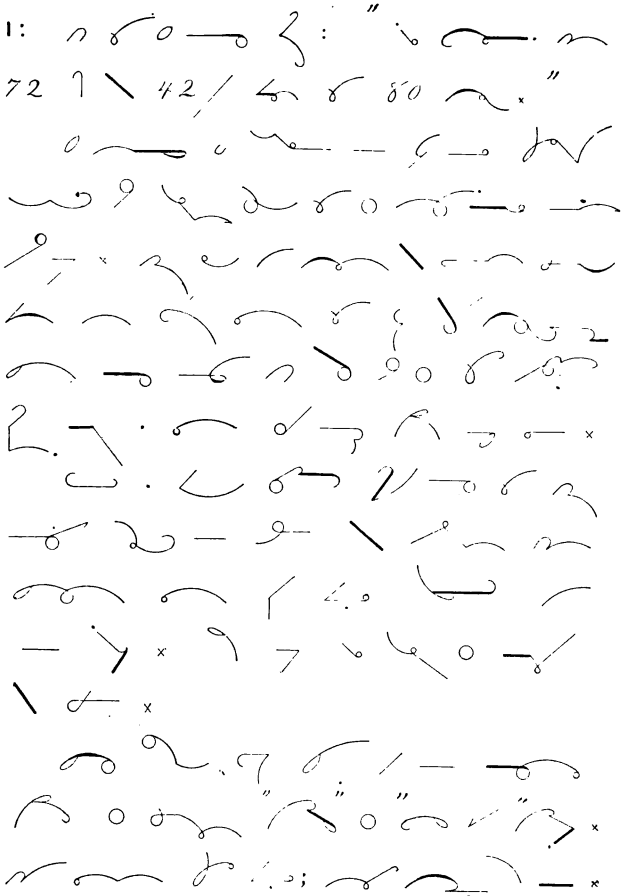

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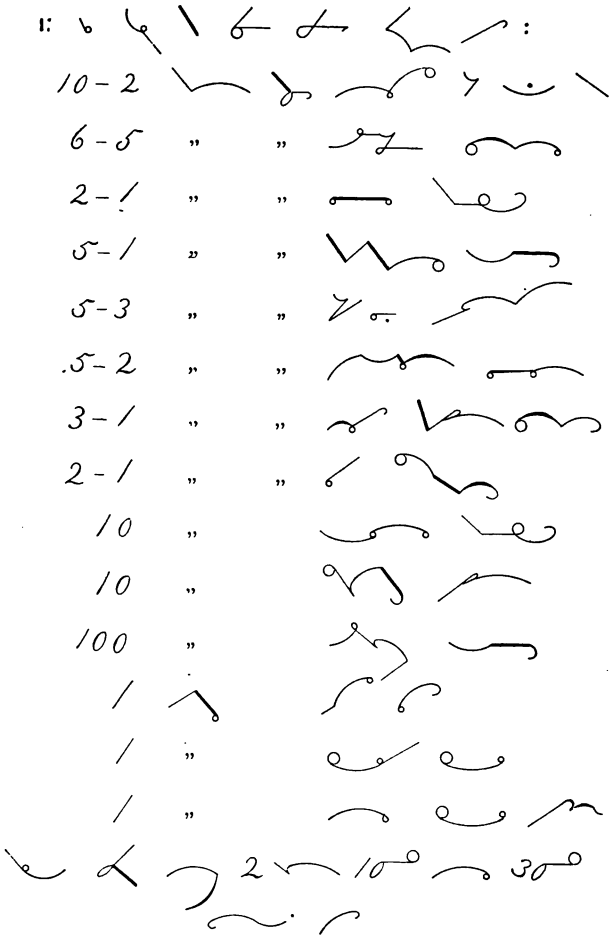

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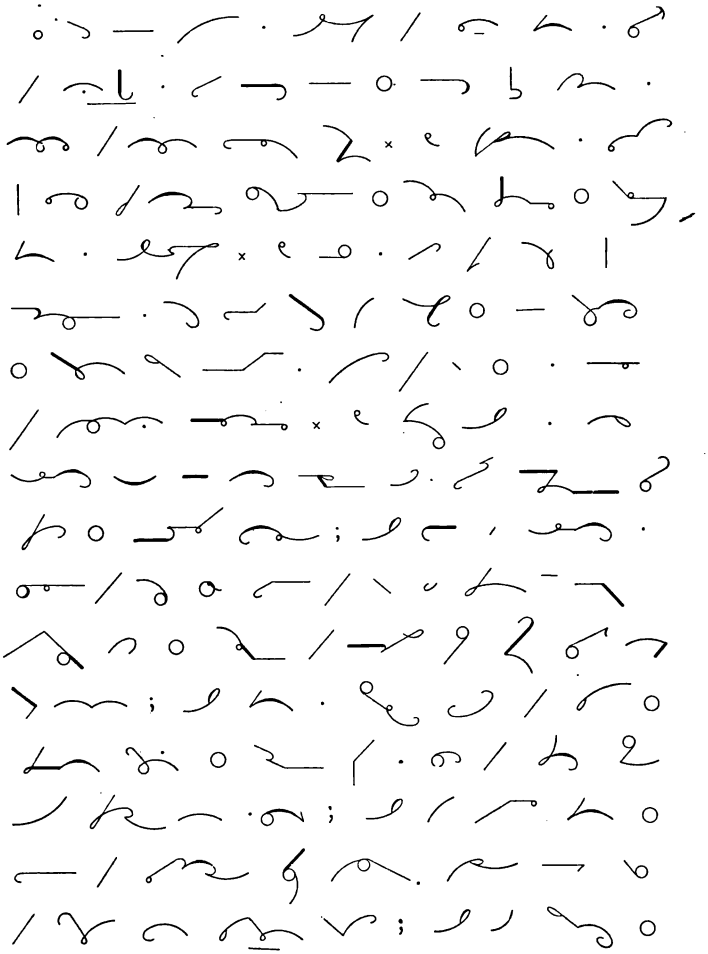

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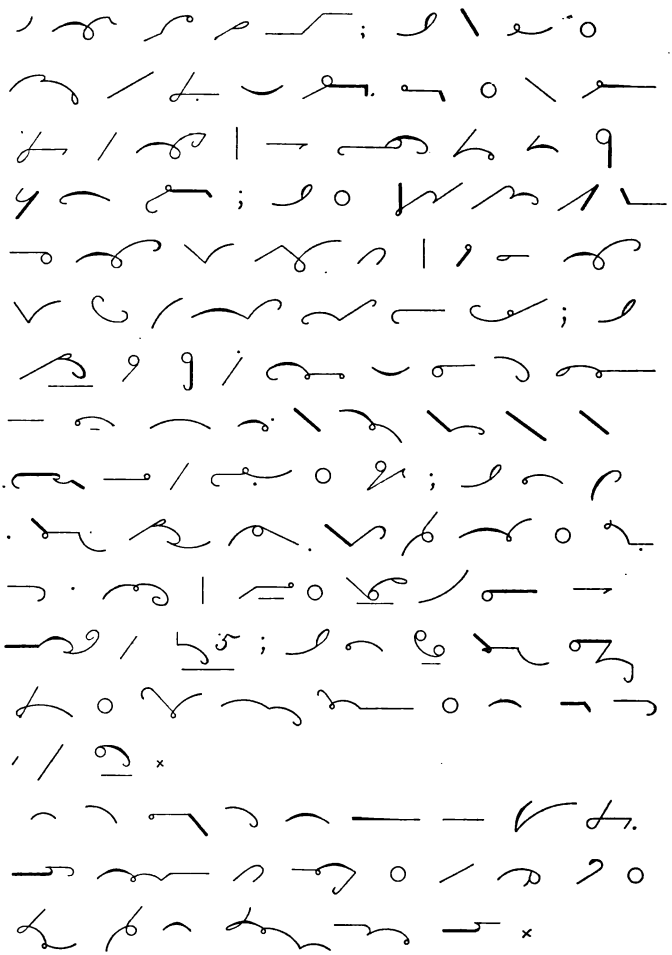

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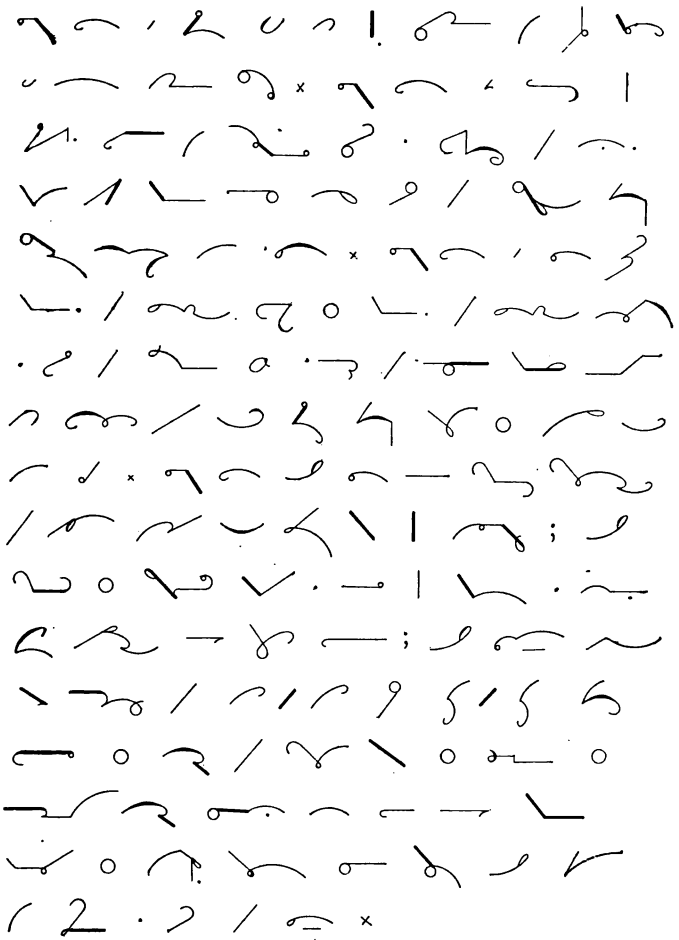

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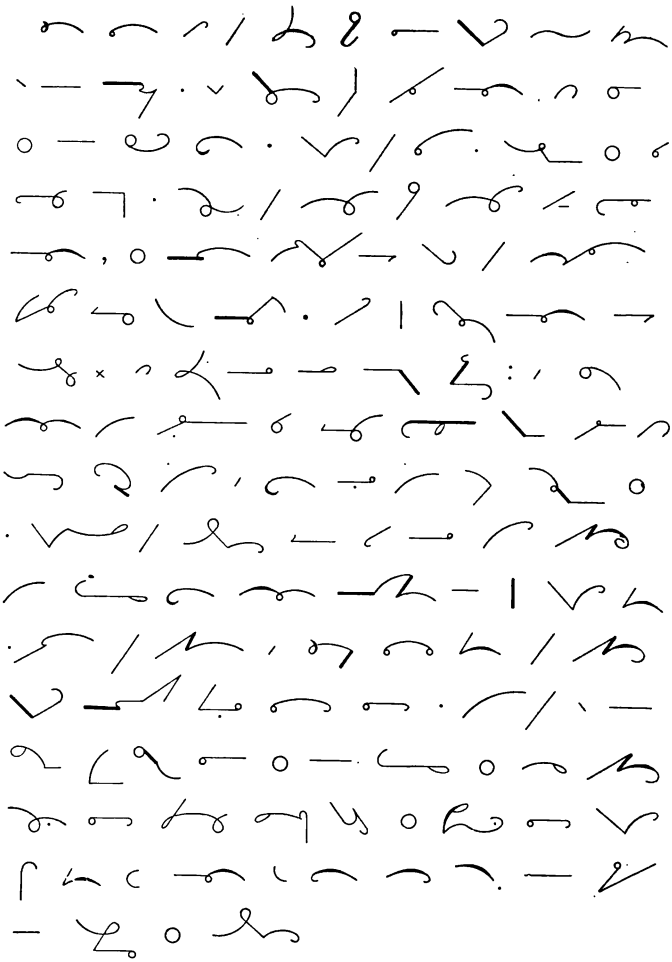
DECLARATION OF INDEPENDENCE.



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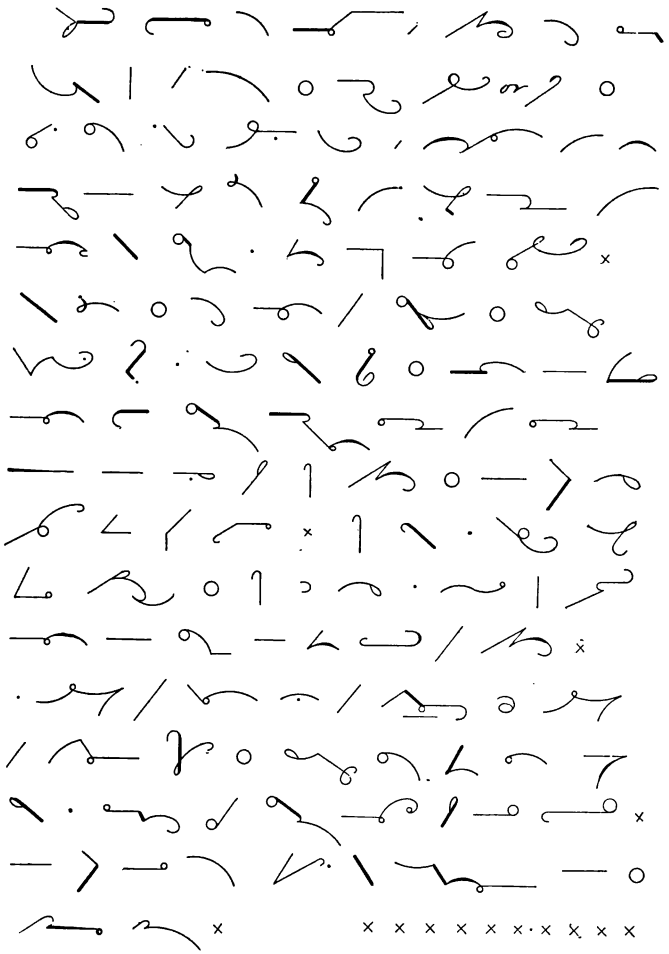

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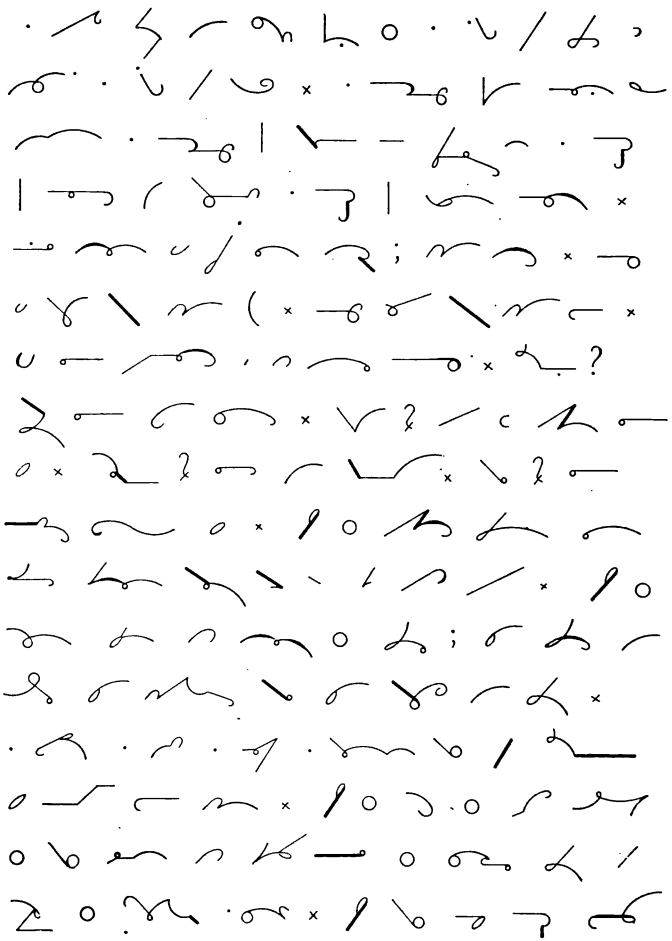

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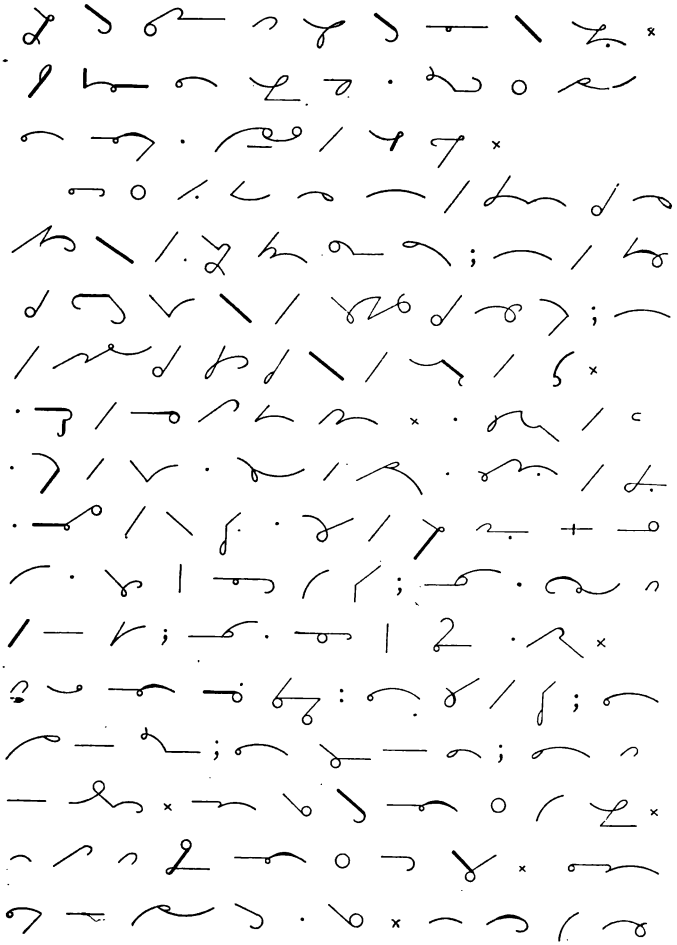

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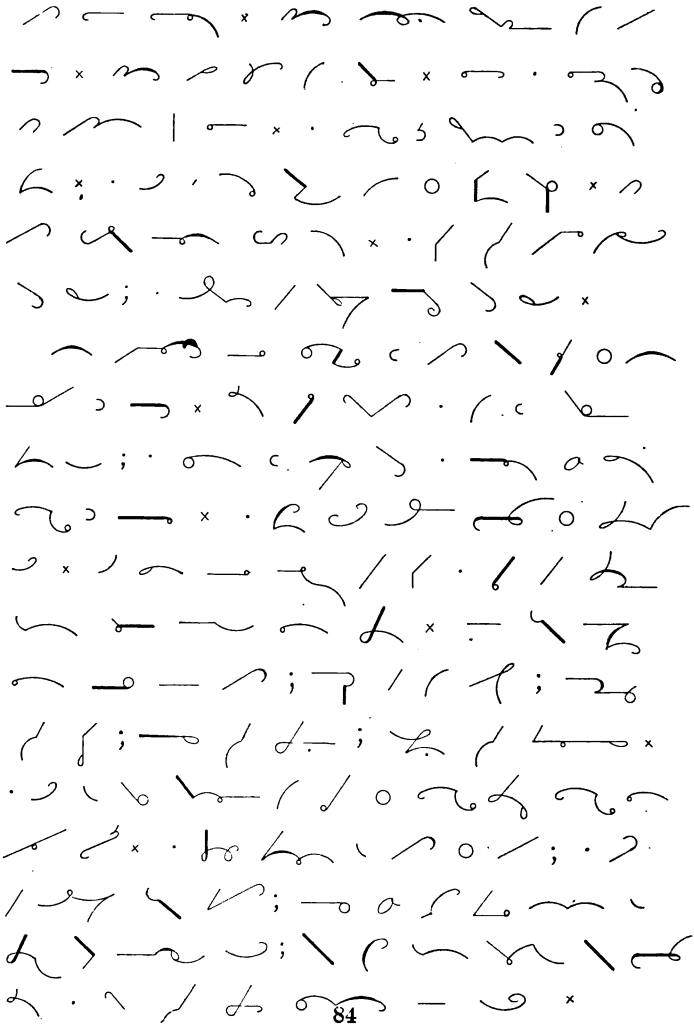

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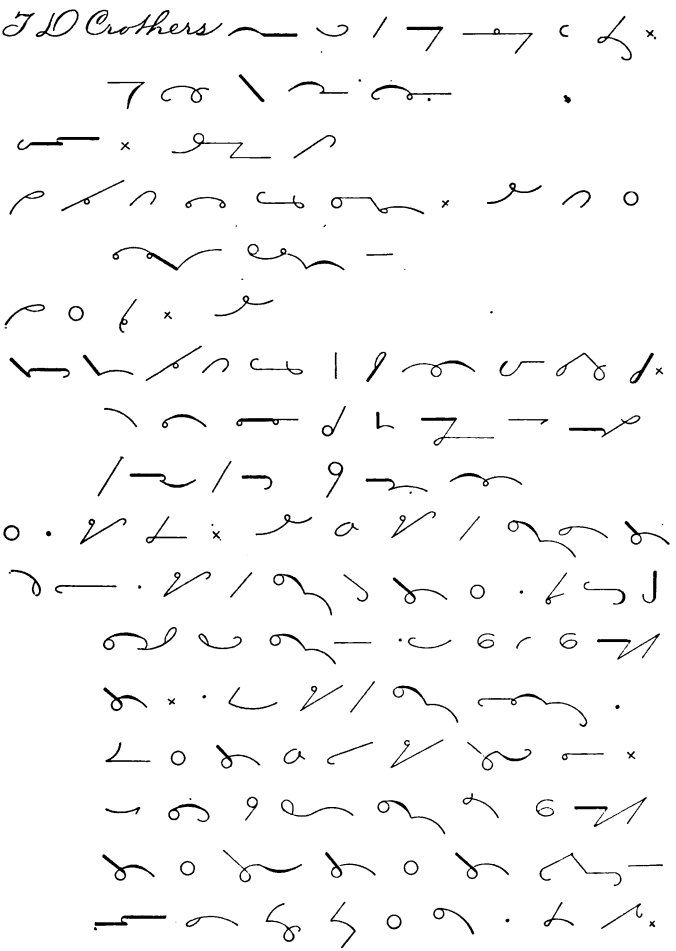

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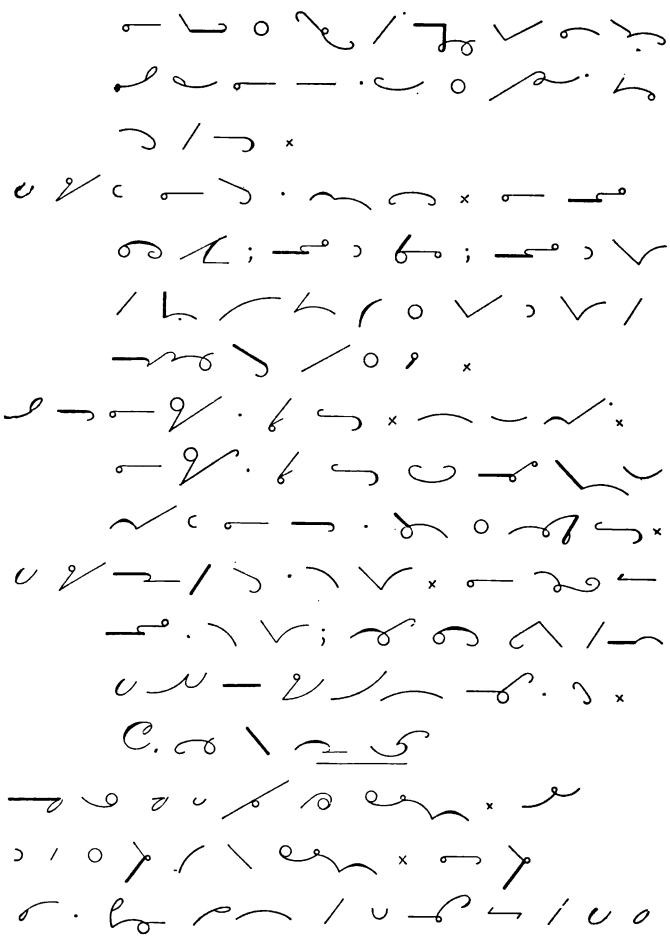

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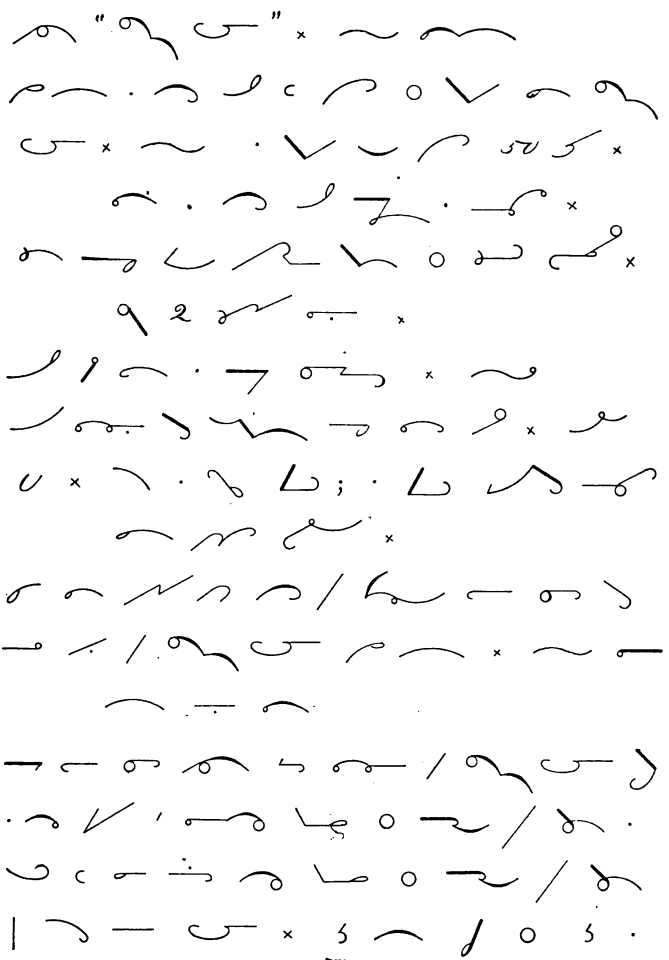

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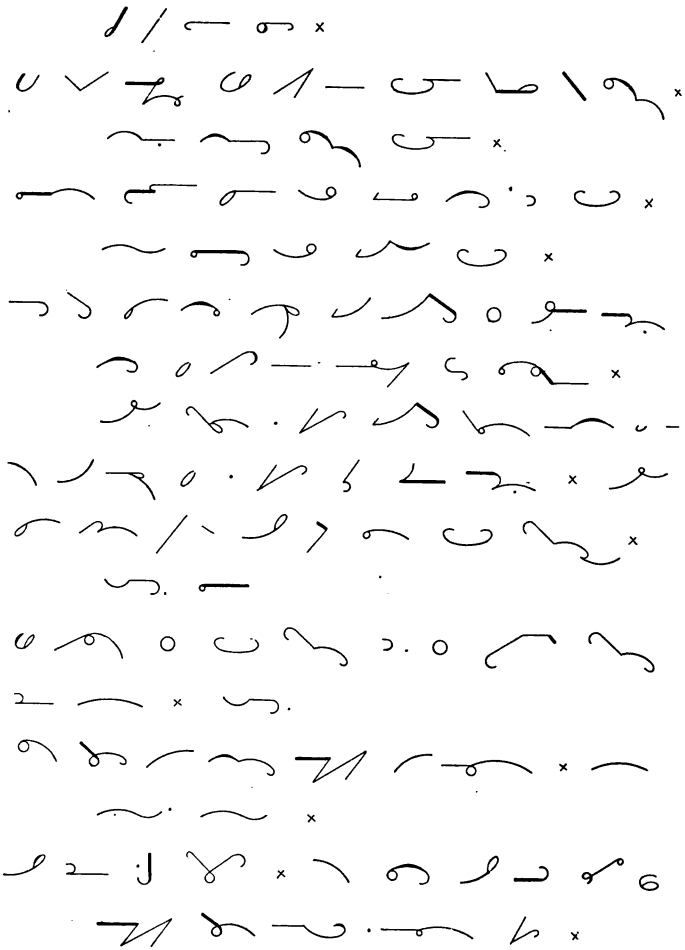

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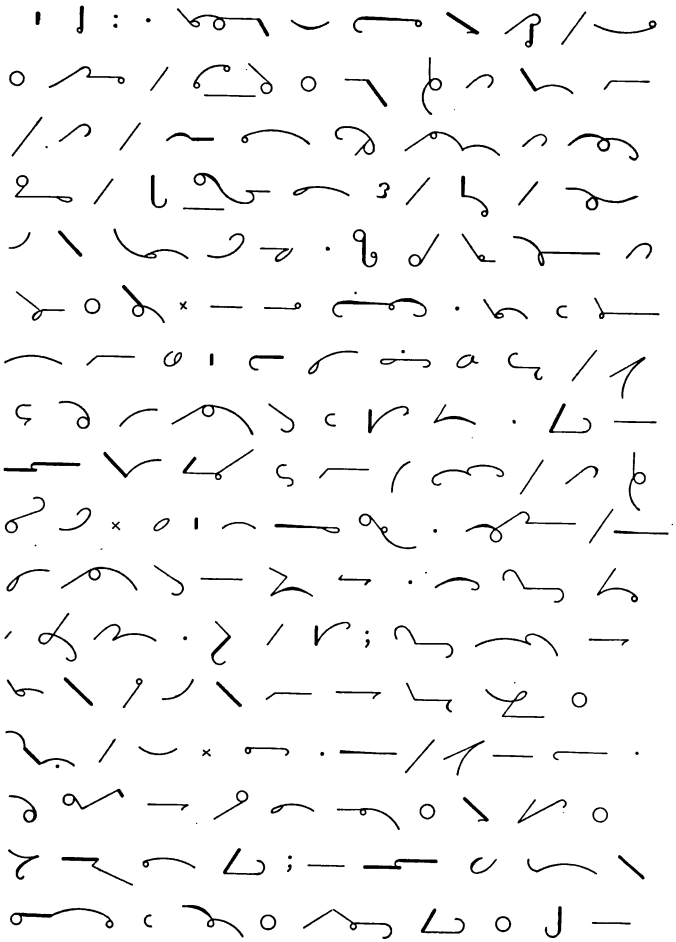
CHARGE TO A JURY.



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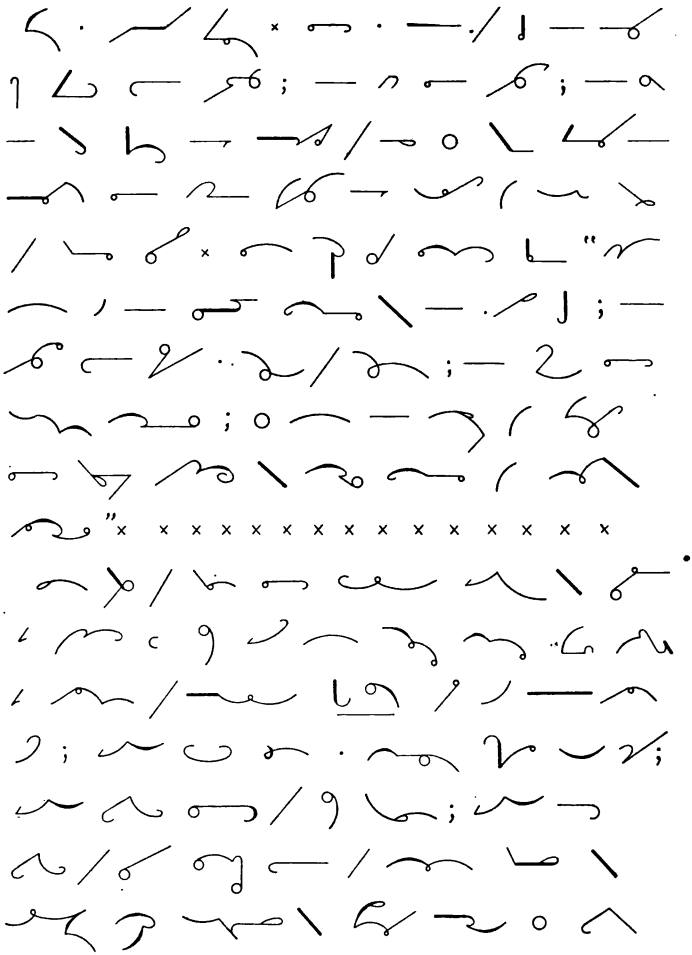

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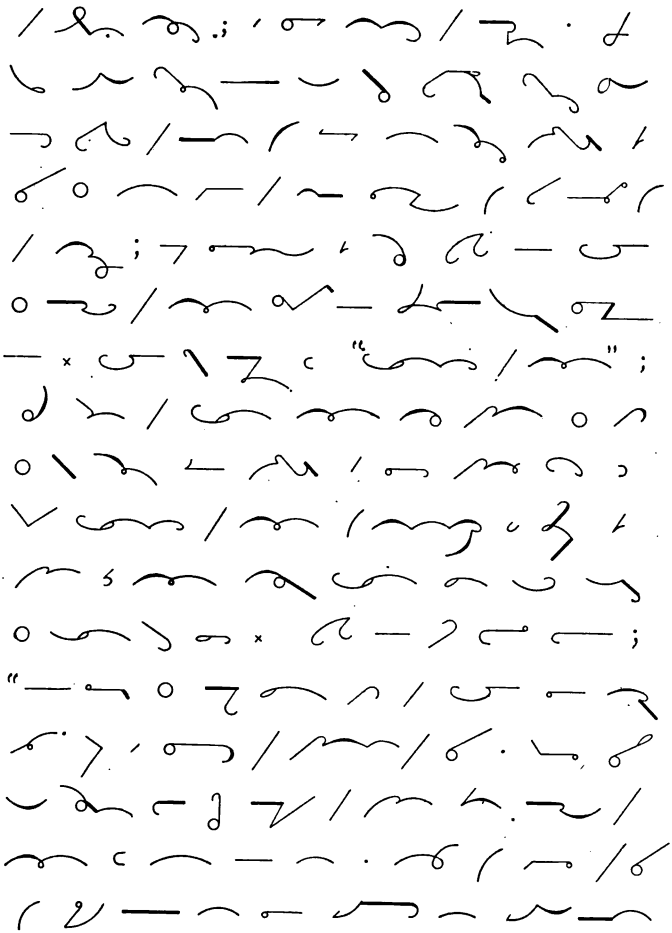

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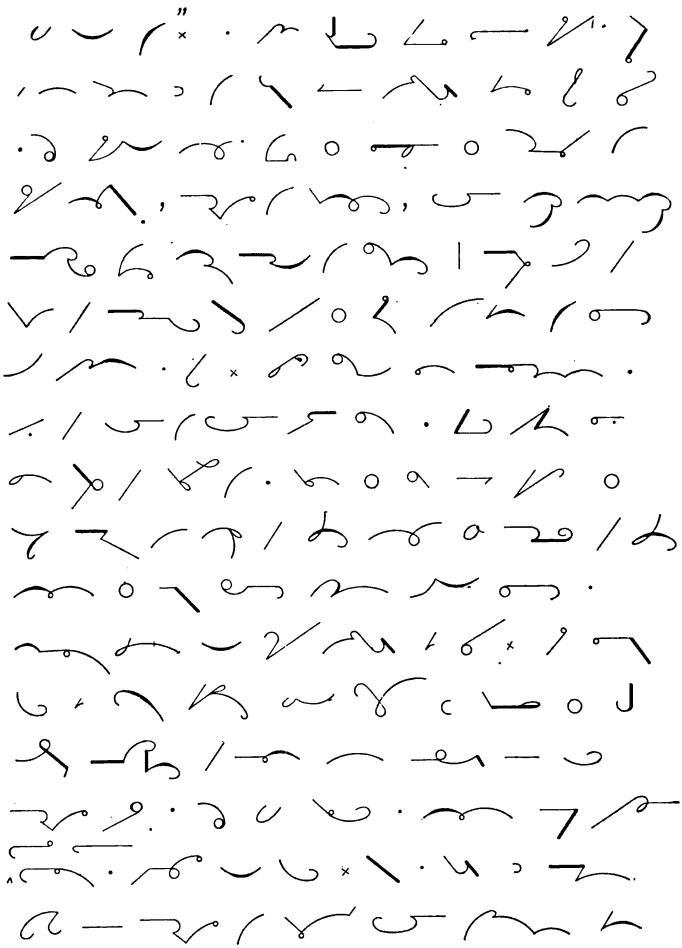

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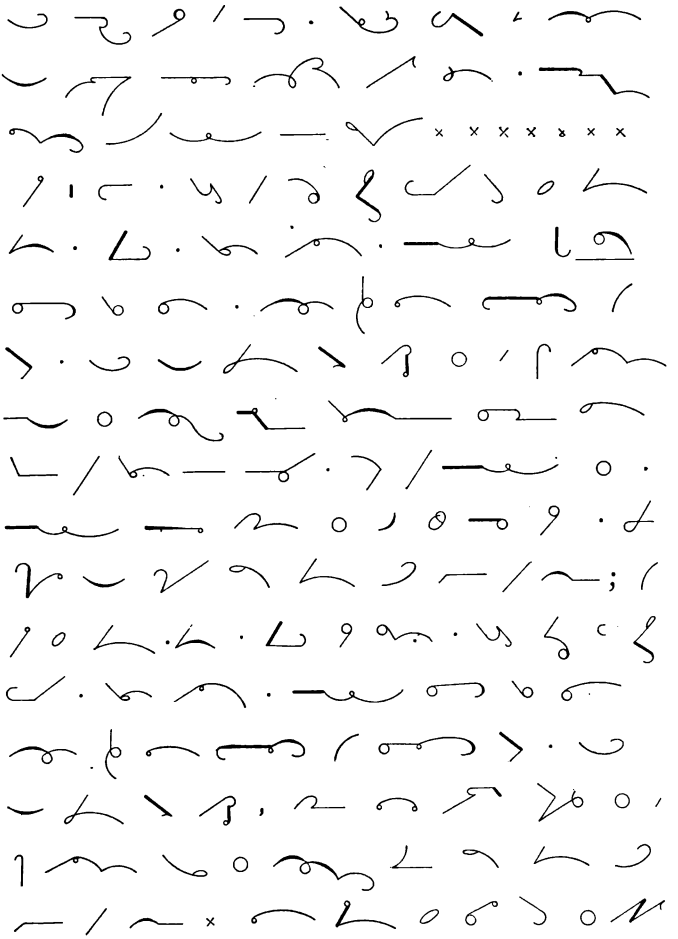

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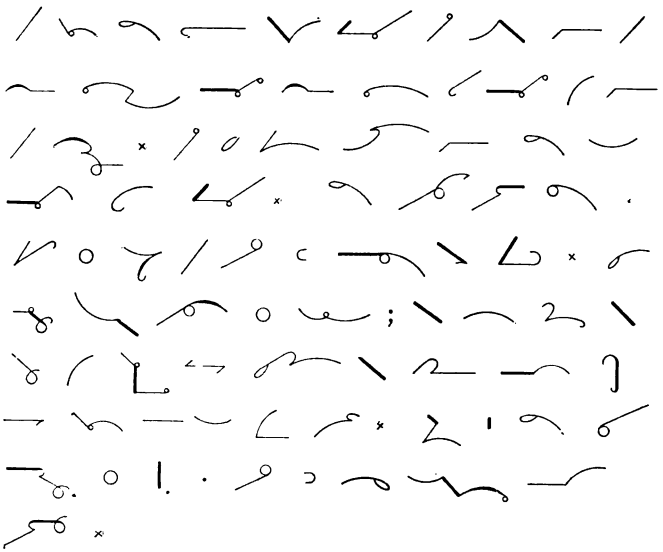

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KEYS TO PART SECOND.

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BENEFITS OF SHORTHAND.

(*Plate, Page 69.*)

A practical acquaintance with the art of shorthand writing is highly favorable to the improvement of the mind, invigorating all its faculties, and drawing forth all its resources. The close attention requisite in following the voice of the speaker, induces habits of patience, perseverance and watchfulness, which will gradually extend themselves to other pursuits and avocations, and at length inure the writer to exercise them on every occasion in life. When writing in public it will also be absolutely necessary to distinguish and adhere to the train of thought which runs through the discourse, and to observe the modes of its connection. This will naturally have a tendency to endue the mind with quickness of apprehension, and will impart an habitual readiness and distinctness of perception, as well as a methodical simplicity of arrangement, which cannot fail to conduce greatly to mental superiority. The judgment will be strengthened, and the taste refined: and the practitioner will, by degrees, become habituated to seize the original and leading parts of a discourse, and to reject . . . . . .

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(*Plate, Page 70.*)

whatever is commonplace, trivial, or uninteresting.

The memory is also improved by the practice of stenography. The obligation the writer is under to retain in his mind the last sentence of the speaker, at the same time that he is carefully attending to the following one, must be highly beneficial to that faculty, which more than any other, perhaps, owes its improvement to exercise. And so much are the powers of retention strengthened and expanded by this exertion, that a practical stenographer will frequently recollect more without writing than a person unacquainted with the art could copy in the time by the use of long-hand.

It has been justly observed, "This science draws out all the powers of the mind; it excites invention, improves the ingenuity, matures the judgment, and endows the retentive faculties with precision, vigilance, and perseverance."

The facilities it affords to the acquisition of learning ought to render it an indispensable branch in the education of youth. To be enabled to treasure up for future study the substance, or when desired, ...

(*Plate, Page 71.*)

the very words, of lectures, sermons, etc., is an accomplishment attended with so many advantages that it stands in

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no need of recommendation. Nor is it a matter of small importance, that by this art the youthful student is furnished with a ready means of making valuable extracts in the moments of leisure, and of thus laying up a stock of knowledge for future occasions. The pursuit of this art materially contributes to improve the student in the principles of grammar and composition. While tracing the various forms of expression by which the same sentiment can be conveyed; and while endeavoring to represent, by modes of contraction, the dependence of one word upon another, he is insensibly initiated in the science of universal language, and particularly in the knowledge of his native tongue.

The rapidity with which it enables a person to commit his own thought to the safety of manuscript, also renders it an object peculiarly worthy of regard. By this means many ideas which daily strike us, and which are lost before . . . . , ...

(*Plate, Page 72.*)

we can record them in the usual way, may be snatched from destruction, and preserved until mature deliberation can ripen and perfect them.

Such are the blessings which shorthand, like a generous benefactor bestows indiscriminately on the world at large.

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But it has additional and peculiar favors in store for those who are so far convinced of its utility as personally to engage in its pursuit. The advantages resulting from the exercise of this art are not, as is the case with many others confined to a particular class of society; for though it may seen more immediately calculated for those whose business it is to record the eloquence of public men, and the proceedings of popular assemblies, yet it offers its assistance to persons of every rank and station in life—to the man of business as well as the man of science—for the purpose of private convenience as well as of general information.

BUSINESS LETTER—NO. 3.

(*Plate, Page 73.*)

DEAR SIR:

Your letter of the 10th inst., has been received. I am happy to be able to inform you that the person about whom you desire information merits your entire confidence. Of his financial means I am not precisely informed. I fully believe them, however, to be adequate to the requirements of his trade. But of his character and habits I can speak in the highest terms. He is prompt and punctual in all his transactions and I believe no person ever had occasion to apply to him the second time for the payment of his account.

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I am happy to be able to send you these assurances, and trusting that your business relations may prove mutually advantageous, I am,

Yours respectfully

BUSINESS LETTER—NO. 4.

(*Plate, Page 73.*)

MY DEAR MR. BELL:

I read in the New York Times yesterday a criticism of your testimony before the Committee of Congress . . .

(*Plate, Page 74.*)

investigating the engraving of currency. I have been for twenty-five or thirty years in banking life and much of that time engaged in handling bills as a teller; and it struck me that your test, and that of Mr. Brooks, was pertinent and correct and in accord with the general opinion among banks as to the inferior value of the present issue of silver certificates in the matter of engraving and paper. These notes are issued to circulate among the general public who are not experts and should be so designed as to make an imitation of them obvious, even to the uninitiated, and their true value as a medium is in proportion to the difficulty of successfully passing their counterfeits upon the public. Both the paper and engrav-

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ing of this issue were condemned by many banking experts, when they were first issued, as not suited to the purpose; and I think your opinion as expressed to the Committee will be generally endorsed by banks and those who understand what is necessary to protect the public, and whose years of experience have shown them the best means of doing so.

Very truly yours,

BUSINESS LETTER—NO. 5.

(*Plate, Page 75.*)

GENTLEMEN:

We wired you to-day as follows: "Express immediately one 72 in. by 42 ft. fourdrinier wire 80 mesh."

You, no doubt, were surprised to receive this hurry up order so soon after shipping the last wire and naturally desire to know the cause thereof. We will ease your mind by stating that it was from no fault in the wire as our back machine tender on the day tour,† with bad grace and worse carelessness, unfortunately dropped the end of a tension roll through it.

As this is the first accident we have had to a wire we will take the lesson to heart by keeping one on hand in the future, for these shut downs are too expensive. You will, therefore, please ship a duplicate by freight.

†Pronounced, tower.

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You may also enter our order for two dandy rolls, and water-line "Rainbow" and "Snow Flake" respectively. We are in no hurry for these; next month will do.

Very truly yours,

BUSINESS LETTER.—No. 6.

(*Plate, Page 76.*)

GENTLEMEN:

Please ship by fast freight the following goods:

10–2 lb.	bottles	Nitrate Silver C. P.	
5–5 "	"	Hydrosulphuret Ammonia,	
2–1 "	"	Iodide Potassium,	
5–1 "	"	Bi-carbonate Sodium,	
5–3 "	"	Sulphuric Ether Conc't.,	
5–2 "	"	Re-sublimed Iodine,	
3–1 "	"	Merck's Bichromate Ammonium,	
2–1 "	"	Egg Albumen,	
10 "		Cyanide Potassium,	
10 "		Absorbent Cotton,	
100 "		Hyposulphite Sodium,	
1	carboy	Chloride Iron,	
1	"	Acetic Acid,	
1	"	Nitric " Com.	

Prices f. o. b. New York, 2% 10 days, net 30 days.

Sincerely yours,

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HISTORY OF ENGLAND.

(*Plate, Page 77.*)

I purpose to write the history of England from the accession of King James the Second down to a time which is within the memory of men still living. I shall recount the errors which, in a few months, alienated a loyal gentry and priesthood from the house of Stuart. I shall trace the course of that revolution which terminated the long struggle between our sovereigns and their parliaments, and bound up together the rights of the people and the title of the reigning dynasty, I shall relate how the new settlement was, during many troubled years, successfully defended against foreign and domestic enemies; how under that settlement, the authority of law and the security of property were found to be compatible with a liberty of discussion and of individual action never before known; how, from the auspicious union of order and freedom, sprang a prosperity of which the annals of human affairs had furnished no example; how our country, from a state of ignominious vassalage, rapidly rose to the place of umpire among European powers; how her opulence and

(*Plate, Page 78.*)

her martial glory grew together; how, by wise and resolute good faith, was gradually established a public credit

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fruitful of marvels which to the statesmen of any former age would have seemed incredible; how a gigantic commerce gave birth to a maritime power, compared with which every other maritime power, ancient or modern, sinks into insignificance; how Scotland, after ages of enmity, was at length united to England, not merely by legal bonds, but by indissoluble ties of interest and affection; how, in America, the British colonies rapidly became far mightier and wealthier than the realms which Cortez and Pizarro had added to the dominion of Charles the Fifth; how, in Asia, British adventurers founded an empire not less splendid and more durable than that of Alexander.

Nor will it be less my duty to record faithfully disasters mingled with triumphs, and great national crimes and follies far more humiliating than any disaster.

(*Plate, Page 79*)

It will be seen that even what we justly account our chief blessings were not without alloy. It will be seen that the system which effectually secured our liberties against the encroachments of kingly power gave birth to a new class of abuses from which absolute monarchies are exempt. It will be seen that, in consequence partly of unwise

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interference and partly of unwise neglect, the increase of wealth and the extension of trade produced, together with immense good, some evils from which poor and rude societies are free. It will be seen, how, in two important independencies of the crown, wrong was followed by just retribution; how imprudence and obstinacy broke the ties which bound the North American colonies to the parent state; how Ireland, cursed by the domination of race over race, and of religion over religion, remained indeed a member of the empire, but a withered and distorted member, adding no strength to the body politic, and reproachfully pointed at by all who feared or envied the greatness of England.

THE DECLARATION OF INDEPENDENCE.

(*Plate, Page 80.*)

When, in the course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume, among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

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We hold these truths to be self-evident: that all men are created equal; that they are endowed by their Creator with certain unalienable rights; that among these, are life, liberty, and the pursuit of happiness. That, to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed; that, whenever any form of government becomes destructive of these ends, it is the right of the people to alter or to abolish it, and to institute a new government, laying its foundation on such principles, and organizing its powers in such form, as to them shall seem most likely to effect their safety and happiness.

(*Plate, Page 81.*)

Prudence, indeed, will dictate that governments long established, should not be changed for light and transient causes; and, accordingly, all experience hath shown, that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object, evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security.

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Such has been the patient sufferance of these colonies, and such is now the necessity which constrains them to alter their former systems of government. The history of the present king of Great Britain is a history of repeated injuries and usurpations, all having, in direct object, the establishment of an absolute tyranny over these states. To prove this, let facts be submitted to a candid world.

CENTENNIAL ORATION.

(*Plate*, *Page 82*.)

The conditions of life are always changing and the experience of the fathers is rarely the experience of the sons. The temptations which are trying us are not the temptations which beset their footsteps; nor the dangers which threaten our pathway, the dangers which surrounded them. These men were few in number; we are many. They were poor, but we are rich. They were weak, but we are strong. What is it, countrymen, that we need to-day? Wealth? Behold it in your hands. Power? God has given it you. Liberty? It is your birthright. Peace? It dwells amongst you. You have a government founded in the hearts of men; built by the people for the common good. You have a land flowing with milk and honey; your homes are happy, your workshops busy, your barns

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are full. The school, the railway, the telegraph, the printing press have welded you together into one. You have a long and glorious history; a past glittering with heroic deeds, an ancestry full of lofty and imperishable examples. You have passed through danger, endured . .

(*Plate, Page 83.*)

privation, been acquainted with sorrow, been tried by suffering. You have journeyed in safety through the wilderness and crossed in triumph the Red Sea of civil strife.

It is a question for us now, not of the founding of a new government, but of the preservation of one already old; not of the formation of an independent power but of the purification of a nation's life; not of the conquest of a foreign foe, but of the subjection of ourselves. The dangers of today come from within. The worship of self, the love of power, the lust of gold, the weakening of faith, the decay of public virtue, the lack of private worth—these are the perils which threaten our future; these are the enemies we have to fear; these are the traitors which infest the camp. We see them daily face to face; in the walk of virtue; in the road to wealth; in the path to honor; on the way to happiness. There is no peace between them and our safety. Nor can we avoid

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them and turn back. It is not enough to rest upon the past. No man or nation . . . . . .

(*Plate, Page 84.*)

can stand still. We must mount upward or go down. We must grow worse or better. It is the eternal law, we cannot change it. The century that is opening is all our own. The years that lie before us are a virgin page. We can inscribe them as we will. The future of our country rests upon us: the happiness of posterity depends upon us.

My countrymen, this anniversary has gone by forever and my task is done. While I have spoken the hour has passed from us; the hand has moved upon the dial and the old century is dead. The American Union hath endured a hundred years. Here on this threshhold of the future the voice of humanity shall not plead to us in vain. There shall be darkness in the days to come; danger for our courage; temptation for our virtue; doubt for our faith; suffering for our fortitude. The years shall pass beneath our feet and century follow century in quick succession. The generations of men shall come and go; the crimes of yesterday shall be forgotten; they and the glories of this noon shall vanish before to-morrow's sun; but America shall not perish, but endure while the spirit of our fathers animates their sons.

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EXPERT TESTIMONY.

(*Plate, Page 85.*)

T. C. Crothers, M. D., sworn for the defendant, testified as follows:

Direct examination by Mr. Smith.

Q. Where do you reside? A. Hartford, Conn.

Q. Are you connected with any institution at present? A. Yes, sir, with an Inebriate Asylum there.

Q. Are you a physician? A. Yes, sir.

Q. Besides being connected with the institution which you have named what other occupation have you? A. Well, I am editor of a journal devoted to the discussion of the disease of drink and of drinking men.

Q. And the effects of it? A. Yes, sir, and the effects of alcohol on the brain.

Q. Will you state the effects of alcohol upon the brain and the physical system generally. A. A man who uses alcohol to excess, as a rule, has a defective brain. The first effect of alcohol stimulates the heart and brain and the second effect paralyzes it. So that a man after using alcohol awhile has a defective brain—a paralyzed brain, a brain incompetent to decide on the relations of life and all the finer conditions. . . . . .

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(*Plate, Page 86*)

It produces a species of degeneration, particularly in persons who use it to excess and continuously for any length of time.

Q. What effect has it upon the moral sense? A. It destroys a man's character; destroys his veracity; destroys his power of judging right from wrong and particularly his power of discrimination between good and evil.

Q. How does it effect the physical system? A. Not so markedly. It effects the physical system in some degree but not so marked as it does the brain and nervous system.

Q. What effect does it have upon the will power? A. It lessens—destroys the will power; makes a man incapable of doing what he would do if he had not taken the spirits.

Cross examination by Mr. Summers.

Q. Did you say that you were connected with an asylum? A. Yes, sir.

Q. Is that a private or public asylum? A. It is private.

Q You are the originator, are you not, of what is termed—of what you . . . . . .

(*Plate, Page 87.*)

call "Alcoholic Insanity?" A. No, sir, I am not.

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Q. Are you not the man who has written a book on alcohol insanity? A No, sir; the book was written fifty years ago. I am the man who defined the theory.

Q. When did you first contemplate being a witness in this case? A. About two weeks ago, I think.

Q. Had you ever seen the defendant at that time? A. No, sir.

Q. Had anything been submitted to you in his case? A. Yes, sir.

Q. What? A. Well, the supposed evidence; the evidence that had been taken on the coroner's inquest.

Q. You are in conflict with many of the recognized standard authors upon this question of alcoholic insanity, are you not? A. No, sir, I do not think I am.

Q. Do the standard authors claim that there is anything of alcoholic insanity beyond the mere fact that it may produce a disease of the brain the same as other things may produce a disease of the brain which leads to insanity? A. That is my view and that is the . . .

(*Plate, Page 88*)

view of the standard authors.

Q. What particular definition would you give to insanity produced by alcohol? A. Nothing more than alcoholic insanity.

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Q. I do not understand you to say that this man is insane? A. No, sir, I did not say that he was insane.

Q. Then, upon your mere knowledge that he had been a hard drinking man you came to testify as to his inability? A. Yes, sir, supposing the facts that had been presented to me were true.

Q. Well, he told you the facts of his hard drinking? A. Yes, sir.

Q. You are one of the people who believe in insane impulses? A. Certainly I do.

Q. What you call an insane impulse is an uncontrollable impulse, is it not? A. Certainly.

Q. All brains are more or less defective, are they not? A. Not necessarily, no, sir.

Q. How is it, generally speaking? A. Well, a man who drinks whisky has a defective brain to some extent, of course.

CHARGE TO A JURY.

(*Plate, Page 89.*)

Gentlemen of the Jury: The prisoner at the bar was indicted by the grand jury of the city and county of Erie, Pa., and thereby charged with being guilty of the crime of murder in the unlawful killing, with malice aforethought, of James Alexander, on the 3d of July of last year, by

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shooting him through the agency of a pistol loaded with powder and ball. To this indictment the prisoner has pleaded, not guilty; and you, gentlemen, under your oaths and the instructions of the Court as to the law, are called upon, as jurors, from the evidence, to decide by your verdict as to his guilt or innocence of the crime charged against him. You gentlemen, no doubt, appreciate the magnitude of the duty you are called upon to perform—the most important of any that falls within the province of jurors; important, not only, to the prisoner, but if he be guilty, to the protection, safety and well being of society. It is the duty of the Court to state the law applicable to the case on trial, and by the facts and circumstances developed in the evidence; to decide what shall not be admitted as legal and competent evidence, and generally to . . . . . .

(*Plate, Page 90.*)

recall the conduct of the trial. It is the duty of the jury to take such evidence into consideration; to weigh it carefully; to apply their best judgment to the discovery of the truth and by their verdict to declare it without regard to the sex or social position of the party accused In the language of an eminent jurist "We are not here to administer sympathy, but to execute justice; to carry into

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effect the laws of the land; to enforce its solemn mandates; and not to nullify or relax its positive commands by misplaced sympathy or morbid clemency."

On behalf of the prisoner it is insisted that he should be acquitted, for the reasons, as alleged, that he is not legally, morally or otherwise, responsible for the killing of the deceased, James Alexander, if he did kill him; that he was insane when the mortal injury was inflicted; that he was unconscious at the time of the alleged shooting; that he was then unconscious of the act and in such a state of mind produced by histerical mania, superinduced by organic disease and incapable . . . . . .

(*Plate, Page 91.*)

of harboring malice; that at the moment of discharging the fatal shot he was impelled to do so by an uncontrollable impulse and was then unconscious of doing wrong—not legally responsible for the act and not guilty of murder in the first or second degree or of manslaughter; therefore it is necessary that the law in reference to insanity and diseases of the mind, applicable to homicide, should be adverted to. Insanity has been defined as "Unsoundness of mind;" yet a person of unsound mind may commit a crime and be legally held responsible for its commission, unless his peculiar unsoundness of mind or monomania were involved,

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for the reason that his mind may be unsound on some subjects and sound upon others. In reference to crimes in this State: "To establish a defence on the ground of insanity it must be clearly proved that at the time of the committing of the act the party accused was laboring under such a defect of reason, from disease of the mind, as not to know the nature or quality of the act, or if he did know it that he did not know that he was doing . . .

(*Plate, Page 92.*)

what was wrong." The criminal jurisprudence of this State effectually provides that no person is or shall be held responsible for any offense against the law if he was naturally, or otherwise, an idiot, a lunatic or affected morbidly, temporary or permanent, insanity, mania, monomania, dementia or any mental disease or ailment which deprive him of the power of distinguishing between good and evil, right from wrong, at the time he committed the offense. You can, also, in determining the question of sanity or insanity, consider all the evidence given, either on behalf of the prosecution or the prisoner, and apply to the facts and circumstances developed your knowledge of human nature and the tendencies of the human mind and thereby ascertain whether or not he was, at the time the mortal wound was inflicted, responsible for the act. If it be

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shown that the intellectual faculties were so impaired as to produce a general habitual derangement of them, not traceable to some temporary cause, the law would presume the mind to have continued in this state until the contrary was shown. But the principle is different in reference to temporary or periodical insanity resulting from . . .

(*Plate, Page 93.*)

some transient cause, for then the presumption would be that the mind was restored to its normal condition when the disturbing element had ceased to operate.

If, gentlemen, under the principles of law you have been instructed upon, you find from the evidence the prisoner killed the deceased, James Alexander, at the time, place and in the manner charged in the indictment or before the same was found by the grand jury and that in such killing there was a malicious, deliberate, premeditated attempt on the part of the prisoner to take the life of the deceased, and the deceased died within a year and a day after the fatal injury was inflicted, you will find him guilty of murder; or if you find from the evidence, after applying the principles of law as you have been instructed, the prisoner killed the deceased at the time, place and in the manner charged in the indictment or at any time before the same was found by the grand jury, without any

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considerable provocation and that such killing showed a malignant heart, you will find him guilty of murder. In the event you agree upon a conviction . . . . . .

(*Plate, Page 94.*)

of the prisoner you will state by your verdict, if he be guilty of murder in the first degree, murder in the second degree or guilty of manslaughter. If you find he is not guilty, you will so declare in your verdict. You will carefully consider all the facts and circumstances of the case as detailed by the evidence. Your deliberation should be calm and serious; be not influenced by passion or prejudice—you cannot be without doing injustice to the prisoner, to society or to yourselves. Believing, gentlemen, you will act dispassionately and justly, the case is now submitted to your consideration.

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PART THIRD.

DICTATION EXERCISES.

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BUSINESS CORRESPONDENCE.

GENTLEMEN :—

Mr. Smith, a gentleman who is, I believe, well known to you, has frequently spoken to me of your house of business in terms of great praise, and has strongly recommended me to make a trial of your goods. On this recommendation, I enclose you a list of goods which I at present require, and will thank you to indicate the prices of the various articles enumerated. If on receipt of your answer I find the quotations reasonable, I shall do myself the pleasure of transmitting you an order. Be good enough to let me know at the same time what are your terms of payment, together with any other particulars which you may consider desirable for me to be informed of.

Awaiting an early reply, I remain,

Yours truly,

DEAR SIR :—

In reply to your favor of the 15th inst., we beg to enclose, with prices annexed, the list you sent us. These prices you will, we are certain, find most reasonable, and we guarantee at the same time the excellent quality of the goods. Should you favor us with an order, we flatter ourselves that you will be enabled to confirm by experience the favorable opinion which our friend, Mr. Smith, has been good enough to express of our merchandise.

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With regard to payment, our terms are 5% discount for cash, or a bill at three months, and you are at liberty to choose the mode of settlement that best suits you.

Trusting that we shall be favored with your orders, we remain,

Yours sincerely,

GENTLEMEN :—

In reply to your letter of the 16th., I beg to say that I am satisfied with the list of prices sent and also with the terms of payment mentioned by you. Please forward as soon as possible the articles indicated on the enclosed list, and if, as I doubt not, the goods come up to my expectations, I hope to have the pleasure of extending my relations with your house.

Our friend, Mr. Smith, whom I have already mentioned, will cheefully afford you any information you may desire to have respecting me, and should you require additional references, I can forward you the names of two or three Indianapolis houses where my account has been open for some years.

I will duly notify you upon receipt of the goods, and you may then draw upon me for the amount at three months, agreeable to your terms.

Yours respectfully,

DEAR SIR :—

We herewith enclose you invoice of the articles ordered by your favor of the 20th inst. The goods have been

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forwarded to your address by freight this day. The greatest care has been exercised in the selection of the goods, and we trust you will be pleased with them in every respect. The terms in which Mr. Smith has spoken of you are perfectly satisfactory, and we need no further references.

Thanking you for the confidence which you have placed in us, and assuring you that we shall be most happy to receive a continuance of your favors, we remain,

Yours faithfully,

PRINTERS' CORRESPONDENCE.

GENTLEMEN :—

In reply to your favor concerning Jobbers' Catalogues, the price has been figured on such a basis that we really cannot come down without robbing ourselves, otherwise we would be glad to do so in order to meet your views.

There is, however, a way of cheapening the job somewhat by selecting a different style of paper for the cover. You had a preference for the Imitation Cloth, and this being a novelty commands a price a good deal in excess of that charged for other first-class cover papers.

We could put on a very good cover, probably just as serviceable as the one that you selected, and save you probably $25 00 on the 25,000 catalogues.

If you wish to look further into the matter on that

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basis, we should be glad to select a number of samples that we would deem suitable for the purpose, and send them to you for your selection.

Yours very truly,

GENTLEMEN

In reply to your favor of the 12th inst., we did not go into the details as regards the paper stock because we had submitted a sample in the dummy which we made for you and it was this paper that we agreed to furnish.

The cover paper has to be made to order, but it will be the same stock as that which you showed us, that is the Persian cover, waterproofed on one side.

We will have a rough design drawn forthwith, and will do all we can to make the job in a handsome manner and thoroughly satisfactory to yourselves.

Very truly yours,

GENTLEMEN :—

In reply to your esteemed favor of the 23d inst., we quote :—

5000 Catalogues, as described in your letter, electros furnished, $360.00.

The composition on any extra pages that you may want to have reset will be $2.20 each.

One of our representatives will call on you in a few days and we hope you will be able to reserve this order for him.

Very truly yours,

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GENTLEMEN :—

Your esteemed favor of the 4th inst. is at hand, and we enter your order for the 25,000 Catalogues. Our price for the same is $279.00.

In looking over the copy of the proposition that we made to you, we find that Mr. Vincent omitted to dictate to your stenographer the number of catalogues on which the price was made. That number, however, was 15,000, and the price quoted you verbally for 25,000 was $279.00.

We think Mr. Brown will find this to correspond with the memoranda that we made.

Respectfully yours,

LAW CORRESPONDENCE.

DEAR SIR :—

As regards Mrs. Packard's claim against John R. Mason, I would say that while I regard his charge as grossly exhorbitant I have not seen my way clear to advising her to bring an action to recover the excess, for the reason that she paid him this money, unwillingly it is true, but still voluntarily, and accepted his receipt in full payment of services.

Again, you will find it exceedingly difficult to show that Denton kept more than *one* $500.00. Mrs. Packard understands it this way, but the two Packard heirs here do not, and they will be of no service to you as witnesses on this point. I cannot but think that Mrs. Packard's wisest

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course would be to abstain from further litigation in connection with those matters. I have so advised her before and am sorry for her sake to learn that she is still inclined otherwise.

Respectfully yours,

DEAR MADAM:—

Your letter of yesterday received this morning. Owing to the rapid growth of the city and the large number of new houses that are being built, there are a great many applications for loans at six per cent., and there is no difficulty in placing money on good security at that rate of interest.

Loans of $2,500.00 on property worth from $4,000.00 to $5,000.00 are in special demand this spring and if you will send me a New York Draft for $2,500.00, payable to my order as attorney, I can safely promise to invest the money for you within a week or ten days, in the manner and upon the terms suggested in your letter Your request for "my terms" I suppose refer to my charges for examining the title, and placing the money. There will be no charge to you for these or any other services connected with the placing of the loan, as all expenses have to be paid by the borrower.

Respectfully,

DEAR SIR:—

I am authorized by Messrs. G. H. Hardy & Co. to offer payment of $500.00 on or before July 20th and monthly

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payments of at least $100.00 thereafter, the amount of the note to be reduced to $1,500.00 within one year from the date of the acceptance of the offer—any extension of credit beyond July 20th to be conditional on our being able to extend the time of payment of notes now owing Bank of Buffalo, and Moulton & Davis, which notes fall due August 1st and Sept. 1st, respectively.

Please inform me of the action of your Board of Directors upon this offer of settlement. As I said to you yesterday, my clients are more than willing to do anything in their power to satisfy the demand of the Niagara Bank, and trust that they may be given a reasonable opportunity to show both their good faith and their ability to keep their promises.

Very truly yours,

DEAR SIR :—

Your letter of yesterday received. There is scarcely room for disagreement between us as to the arrangement made, in view of the fact that it was reduced to writing. There is no disposition on my part to question our understanding that all money collected after the levying of the attachment was to be paid over as soon as the amount could be ascertained with a reasonable degree of certainty.

On the other hand there was no "understanding" one way or the other as to whether the money had been kept intact, and you will pardon me for saying that there is no basis whatever for your assumption to the contrary.

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If, as now seems probable, the amount collected on the accounts should prove to be considerably more than I had supposed, and if Mr. Bell has not that amount at his disposal, there is no alternative but to wait until he can realize from some of his wife's property. There is no disposition, however, to "hand the matter along for some time" and payment will be made as promptly as possible. You will see from Miss Gibbon's revised statement that there was abundant reason for my skepticism as to the amount which had been collected.

Yours truly,

STREET RAILWAY CORRESPONDENCE.

GENTLEMEN:—

I would be pleased to have prices for your different types of special work, namely: "Integral," "Composite," "Chilled Metal" and "Built Up." I want the prices to be complete on each factor of the special work, so that in awarding the contracts I may be able to figure the cost of any piece of work, no matter how complicated, right here in my office.

We have never used less than 7-inch construction nor more than 9-inch; crossties, 3-foot centers; gage, 5 feet 4½ inches; rail section, 2-inch head, 3-inch tram for straight track and at least 1-inch clearance.

I am getting out quite a good deal of special work, and would like to place the orders for same as fast as possible.

Yours very truly,

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GENTLEMEN :—

In reply to yours of the 10th inst., in regard to depth of rails over gutter in curves at Pratt St., corner of Gilmor, as shown on drawing K—1, I would say that there is nothing at this place that arbitrarily fixes the depth of the rail. The gutter will have to be deepened some anyway. The conditions are that we do not wish to sacrifice the track at the expense of the gutter, though we wish to change the gutter as little as possible.

We would like to have the rails over the gutter not more than six inches in depth. The dotted lines on the plan showing the gutter are the outside lines of the gutter.

Please substitute "Standard Steel Tongue Switch" for "Standard Steel Run-off" in this piece of special work.

Yours very truly,

GENTLEMEN :—

We propose to construct and furnish, complete, two and one-half miles of overhead trolley line construction, including the same length of No. 0000 B. & S. triple-braid, weather-proof feed wire, which we are to run from your Waverly power house to and along the line mentioned in your letter of the 25th, for the sum of $2,347.96.

We understand that two feed wires will be run along York Road to Huntingdon Ave., thence on the poles of

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the Traction Company to Charles St., thence on poles to be erected to present line of C. & S. Ry. Co. on Huntingdon Ave., to the beginning of the new line—one of them being a track feeder. The balance of the wire is to be erected along the line, and it is understood that we are to furnish feed-in taps as required.

For carrying the above feeders, we propose to furnish all necessary cross-arms, pins and insulators; also two standard side iron poles on Huntingdon Ave. to carry the feed wire from the end of the Traction Company's poles on Charles St. to your Maryland Ave. poles.

We propose also to furnish the necessary overhead crossings with trolley breakers where intersecting other Company's lines. We also propose to furnish lightning arresters, to be erected every 1,500 feet of track.

It is also understood that we are to furnish, for the portion of the work as specified, a sufficient quantity of No. O. B. & S. gage hard-drawn copper trolley wire, straight line and bracket trolley insulators, double anchors and bridles on both sides of each curve, together with all other details as usually furnished, and which are requisite to the completion of a first-class job. We also understand that we are to paint all poles two coats of first-quality paint, color to be approved by your Company.

All the above construction is to be first-class in every particular, ready to receive electricity, and all labor and material to be subject to inspection and acceptance by your Chief Engineer or his representative.

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Trusting we may be honored with your valuable order, we remain

Very truly yours,

BALTIMORE, October———, 1898

We hereby accept your proposition, as above.

By————————, Pres.

GENTLEMEN:—

In answer to yours of the 13th instant, I would state that your proposition for building the Lombard St. line, from Howard St. to the Pratt St. stables of this Company, has been accepted, on the following terms and conditions:

You will do the work under the same specifications and prices as are now used on the Greenmount Ave. Line, except the item which reads "10c per lineal foot of track," which we agree to make "9c per lineal foot of track," provided the whole work is completed before June 1, 1899. If not completed before that time, you are to receive 8c per lineal foot of single track.

You will also furnish and deliver what cobblestone may be necessary to complete the pavement, where this kind of paving is specified, at $3.97 per perch. Where possible, the basis of measurement for said cobblestone shall be 50 square feet of pavement as being equal to one perch of stone.

You will also furnish such sand as may be necessary, the price for which will be decided on later conditioned on

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quality of sand and length of haul to the various sites of work. About all the new sand we will use on this line will be for covering new pavement, that is in case the material at hand is not, in the opinion of my Inspector, suitable for such purpose.

As you have all the appendages for this work at your storage building we will expect you to deliver the same on the work as required, free of any further cost to us.

The first of the cross ties that you are to use we will get from the steamer's wharf at Tobacco Warehouse No. 1, and you will haul from there approximately 1,500 ties, the exact number to be determined later. The remaining ties to finish the work will be obtained at Miller's Wharf.

Yours very truly,

GENTLEMEN:—

You will please enter our order for the following lumber, delivery by steamer to be, as per your proposition of the 3d instant, in less than twenty days:

8,600 lineal feet of 5″ x 7½″ long-leaf Georgia yellow pine, cut in lengths of 24′, 27′ 30′ and 33′.

10,000 board feet of Georgia yellow pine, free from knots and of merchantable quality, to be used as guard-rail material, cut 2″ x 4″ x 18′ long.

1,480 pieces 6″ x 8″ x 10′ long.

It is understood that prices are those quoted in your proposition of the 3d, and that payments will be made by

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the Company for all material delivered in any calendar month, on the 15th of the following month.

Yours very truly,

DEAR SIR:—

You will please note the following instructions regarding matters to be looked after that may come up within the next few days:

I have instructed Smith & Son to haul 5 x 8 ties from steamer's wharf, thus making up for the deficiency caused by hauling ties from Miller's wharf for the Greenmount Ave. line. They are also instructed to continue hauling from Miller's wharf and to deliver ties on Columbia Ave. until the entire amount is filled out.

Please have the shed at Pratt St. wharf entirely cleared for the reception of all short stuff for all our work, and open up a stock account with that building, charging it for everything you put in and giving it credit for everything removed. Have all the material arranged in there so that every kind of stuff stored there may be kept separate.

We will pile all material for Pratt St. construction, special work and straight rails on that part of our lot facing on Pratt St. The short stuff is to go in the shed.

I enclose you, for your additional information, copy of letter giving Smith & Son the contract for Lombard St. work, which letter will explain itself.

You will please file a weekly report of your material account at this and all other sheds and depositories

Yours very truly,

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GENTLEMEN :—

I am in receipt to-day of your favor of the 21st, enclosing shipping receipts for the first engine.

The engine is also here, and I wired you concerning shipments and hauling same, about which you inquired in your letter of the 20th. I was not aware that we would have anything to do with this matter, supposing that you would look after it yourself.

I understand from the boiler contractors, here, that they will have two of the boilers on the ground on the 30th or 31st. They will commence the erection of same immediately, and hope to have them all set up, bricked in and ready to fire up in one week, and of course we will want your engines to be placed and finished with the boilers, enabling us to have the use of the engines and boilers at the same time. We are waiting for them and are badly in need of the same.

Yours very truly,

GENTLEMEN :—

Your favor of the 2d inst. received. Would state, in reply, that I received your catalog No. 2, some days ago, and have become somewhat interested in this matter, although I have not had time to investigate it thoroughly.

In regard to heating our street cars here, it is a matter for the Operating Department to decide, although I have been pretty active in trying to interest them in this matter,

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and will bring your letter before them at some convenient day, and therefore may take up the subject with you later.

As the weather grows warmer—and this it is doing very rapidly now—I suppose it will be rather difficult to interest our people in the matter of heating cars; on the other hand, the people will be asking the Company for something to keep them cool.

Yours very truly,

APPLICATION FOR POSITION.

GENTLEMEN:—

I herewith apply for the position of stenographer and typewriter in your office, and, as a testimonial of my ability, I enclose a letter from Mr. Prince, President of the Trinity Business College, of which institution I am a recent graduate.

As a certificate of character, I also enclose a letter from Mr. Brewster, a gentleman well known to your Mr. Clayton.

My age is nineteen and I am an alumnus of the Buffalo High School.

If you are satisfied with my work, after one month's trial, I shall expect a contract for one year at an annual salary of $600.00. During the trial month I value my services at $10.00 per week.

Respectfully yours,

Enclosures:
Prince letter,
Brewster letter.

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EXTRACT FROM ADAM BEDE.

Falsehood is so easy, truth so difficult. The pencil is conscious of a delightful facility in drawing a griffin—the longer the claws and the larger the wings, the better: but that marvellous facility which we mistook for genius is apt to forsake us when we want to draw a real unexaggerated lion. Examine your words well and you will find that even when you have no motive to be false, it is a very hard thing to say the exact truth, even about your own immediate feelings—much harder than to say something fine about them which is *not* the exact truth.

It is for this rare, precious quality of truthfulness that I delight in many Dutch paintings, which lofty-minded people despise. I find a source of delicious sympathy in these faithful pictures of a monotonous homely existence, which has been the fate of so many more among my fellow-mortals than a life of pomp or of absolute indigence, of tragic suffering or of world-stirring actions. I turn, without shrinking, from cloud-born angels, from prophets, sibyls, and heroic warriors, to an old woman bending over her flower-pot, or eating her solitary dinner, while the noonday light, softened perhaps by a screen of leaves, falls on her mob-cap, and just touches the rim of her spinning-wheel, and her stone jug, and all those cheap common things which are the precious necessaries of life to her;—or I turn to that village wedding, kept between four brown walls, where an awkward bridegroom opens the dance with

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a high-shouldered, broad-faced bride, while elderly and middle-aged friends look on, with very irregular noses and lips, and probably with quartpots in their hands, but with an expression of unmistakable contentment and good-will.

A MESSAGE TO GARCIA.

(Permission of Elbert Hubbard.)

In all this Cuban business there is one man stands out on the horizon of my memory like Mars at perihelion. When war broke out between Spain and the United States, it was very necessary to communicate quickly with the leader of the Insurgents. Garcia was somewhere in the mountain fastnesses of Cuba—no one knew where. No mail nor telegraph message could reach him. The President must secure his co-operation, and quickly.

What to do!

Someone said to the President, "There s a fellow by the name of Rowan will find Garcia for you, if anybody can."

Rowan was sent for and given a letter to be delivered to Garcia. How "the fellow by the name of Rowan" took the letter, sealed it up in an oil-skin pouch, strapped it over his heart, in four days landed by night off the coast of Cuba from an open boat, disappeared into the jungle, and in three weeks came out on the other side of the

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Island, having traversed a hostile country on foot, and delivered his letter to Garcia, are things I have no special desire now to tell in detail.

The point I wish to make is this: McKinley gave Rowan a letter to be delivered to Garcia; Rowan took the letter and did not ask, "Where is he at?" By the Eternal! there is a man whose form should be cast in deathless bronze and the statue placed in every college of the land. It is not book learning young men need, nor instruction about this and that, but a stiffening of the vertebræ which will cause them to be loyal to a trust, to act promptly, concentrate their energies: do the thing—"Carry a message to Garcia!"

General Garcia is dead now, but there are other Garcias.

No man, who has endeavored to carry out an enterprise where many hands were needed, but has been well nigh appalled at times by the imbecility of the average man—the inability or unwillingness to concentrate on a thing and do it. Slip-shod assistance, foolish inattention, dowdy indifference, and half-hearted work seem the rule; and no man succeeds, unless by hook or crook, or threat, he forces or bribes other men to assist him; or mayhap, God in His goodness performs a miracle, and sends him an Angel of Light for an assistant. You, reader, put this matter to a test: You are sitting now in your office—six clerks are within call. Summon any one and make this request: "Please look in the encyclopedia and make a brief memorandum for me concerning the life of Correggio."

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Will the clerk quietly say, "Yes, sir," and go to do the task?

On your life, he will not. He will look at you out of a fishy eye and ask one or more of the following questions:

Who was he?

Which encyclopedia?

Where is the encyclopedia?

Was I hired for that?

Don't you mean Bismarck?

What's the matter with Charlie doing it?

Is he dead?

Is there any hurry?

Shan't I bring you the book and let you look it up yourself?

What do you want to know for?

And I will lay you ten to one that after you have answered the questions, and explained how to find the information, and why you want it, the clerk will go off and get one of the other clerks to help him try to find Garcia—and then come back and tell you there is no such man. Of course I may lose my bet, but according to the Law of Average, I will not.

Now if you are wise you will not bother to explain to your "assistant" that Correggio is indexed under the C's, not in the K's, but you will smile sweetly and say, "Never mind," and go look it up yourself.

And this incapacity for independent action, this moral stupidity, this infirmity of the will, this unwillingness to

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cheerfully catch hold and lift, are the things that put pure Socialism so far into the future. If men will not act for themselves, what will they do when the benefit of their effort is for all? A first-mate with knotted club seems necessary; and the dread of getting "the bounce" Saturday night, holds many a worker to his place.

Advertise for a stenographer, and nine out of ten who apply, can neither spell nor punctuate—and do not think it necessary to.

Can such a one write a letter to Garcia?

"You see that book-keeper," said the foreman to me in a large factory.

"Yes, what about him?"

"Well, he's a fine accountant, but if I'd send him up town on an errand, he might accomplish the errand all right, and on the other hand, might stop at four saloons on the way, and when he got to Main Street, would forget what he had been sent for."

Can such a man be entrusted to carry a message to Garcia?

We have recently been hearing much maudlin sympathy expressed for the "down-trodden denizen of the sweat-shop" and the "homeless wanderer searching for honest employment," and with it all often go many hard words for the men in power.

Nothing is said about the employer who grows old before his time in a vain attempt to get frowsy ne'er-do-wells to do intelligent work; and his long patient striving

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with "help" that does nothing but loaf when his back is turned. In every store and factory there is a constant weeding-out process going on. The employer is constantly sending away "help" that have shown their incapacity to further the interests of the business, and others are being taken on. No matter how good times are, this sorting continues, only if times are hard and work is scarce, the sorting is done finer—but out and forever out, the incompetent and unworthy go. It is the survival of the fittest. Self-interest prompts every employer to keep the best—those who can carry a message to Garcia.

I know one man of really brilliant parts who has not the ability to manage a business of his own, and yet who is absolutely worthless to any one else, because he carries with him constantly the insane suspicion that his employer is oppressing, or intending to oppress him. He cannot give orders; and he will not receive them. Should a message be given him to take to Garcia, his answer would probably be, "Take it yourself."

To-night this man walks the streets looking for work, the wind whistling through his threadbare coat. No one who knows him dare employ him, for he is a regular firebrand of discontent. He is impervious to reason, and the only thing that can impress him is the toe of a thick-soled No. 9 boot.

Of course I know that one so morally deformed is no less to be pitied than a physical cripple; but in our pitying, let us drop a tear, too, for the men who are striving

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to carry on a great enterprise, whose working hours are not limited by the whistle, and whose hair is fast turning white through the struggle to hold in line dowdy indifference, slip-shod imbecility, and the heartless ingratitude, which, but for their enterprise, would be both hungry and homeless.

Have I put the matter too strongly? Possibly I have; but when all the world has gone a-slumming I wish to speak a word of sympathy for the man who succeeds—the man who, against great odds, has directed the efforts of others, and having succeeded, finds there's nothing in it: nothing but bare board and clothes.

I have carried a dinner pail and worked for day's wages, and I have also been an employer of labor, and I know there is something to be said on both sides. There is no excellence, per se, in poverty; rags are no recommendation; and all employers are not rapacious and high-handed, any more than all poor men are virtuous.

My heart goes out to the man who does his work when the "boss" is away, as well as when he is at home. And the man who, when given a letter for Garcia, quietly takes the missive, without asking any idiotic questions, and with no lurking intention of chucking it into the nearest sewer, or of doing aught else but deliver it, never gets "laid off," nor has to go on a strike for higher wages. Civilization is one long anxious search for just such individuals. Anything such a man asks shall be granted; his kind is so rare that no employer can afford to let him go. He is wanted

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in every city, town and village—in every office, shop, store and factory. The world cries out for such: he is needed, and needed badly—the man who can carry a message to Garcia.

COURT REPORTING.

UNITED STATES CIRCUIT COURT.—NORTHERN DISTRICT OF NEW YORK.

IN EQUITY.

Hiram B. Everest, v. The Buffalo Lubricating Oil Company, Limited.	Amended Answer.

Samuel Van Syckel, a witness produced on behalf of said defendant, being by me first duly sworn, testified as follows, in answer to questions put to him by James A. Allen, Esq., defendant's counsel:

Q. Please state your age, occupation and residence.

A. My age is 69; residence, Titusville, Pa.; connected with the oil business.

Q. For how long a time have you been connected with the oil business?

A. Since 1860.

Q. Have you been at any time a proprietor, in whole or in part, of oil refineries?

A. I have; from 1860 down to about 1872.

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Q. How long have you been a resident of Titusville?

A. About 17 years, continuously.

Q. Are you the patentee named in various Letters Patent of the United States, for improvements connected with the distillation of petroleum, and among other Letters Patent, dated December 27, 1870, No. 110,516, put in evidence in this case and marked "Exhibit M?"

A. I am.

Q. State whether or not, in your manufacture of refined oils, you have practiced the use of steam admitted through pipes within the still?

A. I have.

Q. And at how early a date?

A. Some six months; probably after January, 1869.

Q. Describe the manner in which you have used steam in the manufacture of oils, and state whether or not you have admitted steam within the oil after the outside fires had been put out, and if you did, at what date you first did it?

Objected to as leading.

A. I introduced two steam pipes in a large still I had of a thousand barrels capacity; out of one, I introduced the steam into the vapor of the oil in the still, above the level of the oil in the same. I continued that steam there until the total product was reduced to about 70 barrels; then I stopped the steam going into the vapor, and let it into the body of the oil as near the bottom of the still as I could get it, through perforated pipes until the still run down to

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a very small quantity, say from ten to twenty-five barrels, which could lay in the bottom of the still, which was large and corrugated; it would require from ten to twenty-five barrels to fill up these low places in the bottom. I continued the steam in the lower pipes in this oil until the remainder could be drawn off by a slow process, and the man-heads of the still, on the top, could be taken off, so the still could be cooled off; after that, the steam was taken out, so the still could be cooled down. The fires burned out, or went out, before the still was done running. This was done between 1869 and 1870.

Q. What kept the oil running after the fires went out?

Objected to as leading.

A. This still I referred to was very large, required large brick work to support it, and those walls being red hot caused the still to run by introducing the steam into the oil for as long a time, I think, as three hours; of course the stream would be large when the steam was introduced into the oil at first, and would gradually run down to a small stream.

Q. At what place was this still so operated?

A. At Titusville.

Q. When the still had ceased running, and the heavy oil remaining was desired to be drawn out, how was it drawn out?

Objected to as incompetent.

A. Through a pipe to a tank.

Q. State whether or not, the steam was continued in

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the oil until this oil was drawn out through this pipe to the tank?

Objected to as leading.

A. Sometimes it was, and at other times it was not. When we were in a hurry to fill the still, we would draw out this remainder by continuing the steam in it to avoid any danger of explosion.

Q. By this process of manufacture, what amount of crude oil did you run through at this factory?

A. I think, the first two years we run through about two hundred thousand barrels.

The witness being cross-examined by George B. Selden, Esq., complainant's counsel, further testified:

X-Q. Does your patent, No. 110,516, December 27, 1870, show and describe the introduction of steam into the still above the upper surface of the oil therein?

A. It does.

X-Q. Does it in any way describe or indicate the introduction of steam into the oil itself within the still?

A. It does not.

X-Q. What is the name of this refinery at Titusville which you have been connected with?

A. It is known as the Titusville Oil Refinery.

X-Q. What are the dimensions of this still at the Titusville Oil Refinery, mentioned by you in your direct examination?

A. Thirty feet diameter, eight feet high, with a corrugated convex bottom and an oval top.

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X-Q. Were the corrugations circular or radial?

A. They were radial.

X-Q. What was the depth of the concavity at the bottom of the still?

A. The lower outer edge was on a level with the center of the bottom, but between them was a sag of six inches.

X-Q. How were the steam pipes arranged in the bottom of the still?

A. One main pipe went from the top to the bottom, and there some half dozen shorter pipes branched off to near the outer surface—the ends plugged up and the pipes perforated.

X-Q. As I understand it, you were making a burning oil at the time mentioned in your examination?

A. It was all burning oil that I made.

X-Q. Is this all the merchantable oil you made?

A. It was.

X-Q. What kind of crude oil did you use?

A. Such as was known in the surroundings of Titusville—principally Church Run.

X-Q. Can you give its gravity?

A. Church Run is about 44 gravity; other oils run from 46 to 50.

X-Q. In what capacity are you connected with the Titusville Oil Refinery?

A. Under the contracts on which it was built, I was to be half owner, and my wife quarter owner.

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X-Q. Has that arrangement continued ever since, or are you the superintendent?

A. I was only superintendent from the time it commenced to about the latter part of 1872. I am not connected with the works now, and have not been since 1872.

RECESS UNTIL 7.30, P. M.

X-Q. What percentage of residuum did you get in your manufacture of burning oil?

A. The first six months, the yield was 79 90-100 of refined oil. The first six months the residuum was about six to seven per cent. It was all put into another still and worked all into refined oil. After that, it was about two and a half per cent., and that was worked over the same as the former.

X-Q. Did you have any final residuum-tar or coke?

A. This two and half per cent. was all a liquid that ran out, and there would be some little scrapings off of the still and accumulations of coke remaining. I got coke in the working up of the two and a half per cent. This was in a still in which I did not have a steam pipe in the oil, but had it in the vapor.

X-Q. Can you give the names of any of the employees of the Titusville Refinery, while you were superintendent?

A. The two stillmen—Adam Heller and Philip Hahn—Hahn went from Titusville, a week or so ago, to the Island of Cuba—the last I knew of Heller, he was at Hunter's Point. Charles Moore, who helped me construct

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the works, is dead. I think there was one by the name of Mier; I can't give the names of any more.

X-Q. While you were superintendent of the Titusville Oil Works, what was your custom with regard to admitting visitors to the works?

A. It was all open and free to all.

X-Q. Are the works still in operation?

A. They are.

X-Q. Do they manufacture lubricating oils there at the Titusville Oil Works now?

A. They make a large amount of paraffine oil, which is sent to Oil City, where it is made into lubricating oil. They make no lubricating oil at the Titusville works now; the heavy portion is sent down below to be worked up. The oil they send from the Titusville Works to Oil City is frozen and pressed, and is about 24 gravity. It is a distillate—they call it lubricating oil and they call it paraffine oil.

X-Q. How does it happen, that in taking out your patent, No. 110,516, you failed to mention therein the use of steam in the oil in the still if you were using such a process before you took out said patent?

A. I was informed that a man named Edwards had such a patent, or a similar one—I never saw it.

X-Q. Have you ever read the Everest patent?

A. I never did.

X-Q. To what temperature did you carry the heat of the oil in the still at the end of your process of distillation?

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A. I never tested it; I hardly know. I should say 700 or 800.

R-D.-Q. Who has the management of the Titusville Oil Refinery at the present time?

A. The Acme Oil Co. It is a wing of the Standard, I understand.

SAMUEL VAN SYCKEL.

Sworn to before me, this 29th day of November, 1882.

CHAS. B. HILL,
Special Examiner.

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